

**ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>
<u>GENERAL FUND</u>				
AGRICULTURE, WEIGHTS AND MEASURES	6-2-1	5,115,736	3,353,445	1,762,291
AIRPORTS	6-3-1	2,461,753	2,422,940	38,813
COUNTY MUSEUM	6-5-1	3,711,941	2,099,089	1,612,852
ECONOMIC AND COMMUNITY DEVELOPMENT:				
ECONOMIC PROMOTION	6-6-9	780,751	-	780,751
SMALL BUSINESS DEVELOPMENT	6-6-13	200,107	40,000	160,107
ECONOMIC DEV/PUBLIC SVC GROUP ADMIN	6-1-1	65,856	-	65,856
LAND USE SERVICES:				
ADMINISTRATION	6-8-1	-	-	-
ADVANCE PLANNING	6-8-13	3,445,459	2,142,113	1,303,346
BUILDING AND SAFETY	6-8-20	5,629,926	5,629,926	-
CODE ENFORCEMENT	6-8-27	2,960,413	408,200	2,552,213
CURRENT PLANNING	6-8-6	2,292,380	2,292,380	-
FIRE HAZARD ABATEMENT	6-8-31	1,951,692	1,951,692	-
PUBLIC WORKS DEPARTMENT:				
REGIONAL PARKS DIVISION	6-9-1	6,758,286	5,803,925	954,361
SURVEYOR	6-9-39	3,310,588	3,310,588	-
REGISTRAR OF VOTERS	6-10-1	4,484,686	1,744,134	2,740,552
SPECIAL DISTRICTS:				
FRANCHISE ADMINISTRATION	6-11-1	298,177	-	298,177
TOTAL GENERAL FUND		<u>43,467,751</u>	<u>31,198,432</u>	<u>12,269,319</u>
<u>SPECIAL REVENUE FUNDS</u>				
		<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
AGRICULTURE, WEIGHTS AND MEASURES:				
CALIFORNIA GRAZING	6-2-8	148,825	6,000	142,825
AIRPORTS:				
COMMERCIAL HANGAR	6-3-7	1,251,766	438,809	812,957
COUNTY LIBRARY	6-4-1	11,637,419	11,151,850	485,569
ECONOMIC AND COMMUNITY DEVELOPMENT	6-6-1	66,916,771	45,630,828	21,285,943
JOBS AND EMPLOYMENT SERVICES	6-7-1	17,020,579	16,982,049	38,530
LAND USE SERVICES:				
GENERAL PLAN UPDATE	6-8-38	2,304,375	1,000,000	1,304,375
HABITAT CONSERVATION	6-8-41	140,928	-	140,928

**ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP
SUMMARY**

<u>SPECIAL REVENUE FUNDS</u>	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
PUBLIC WORKS DEPARTMENT:				
COUNTY TRAIL SYSTEM	6-9-8	9,289,986	9,225,000	64,986
BOATING & WATERWAYS	6-9-18	948,000	1,222,000	(274,000)
PROPOSITION 12 PROJECTS	6-9-12	2,234,184	2,164,184	70,000
PROPOSITION 40 PROJECTS	6-9-15	1,000,000	1,000,000	-
REGIONAL PARKS MAINTENANCE/DEV	6-9-24	619,457	185,000	434,457
CALICO GHOST TOWN MARKETING SCVS	6-9-27	371,370	370,500	870
OFF-HIGHWAY VEHICLE LICENSE FEE	6-9-30	87,242	25,000	62,242
GLEN HELEN PAVILION IMPROVEMENTS	6-9-33	193,658	29,500	164,158
GLEN HELEN AMPHITHEATER	6-9-21	1,126,417	1,087,000	39,417
SURVEY MONUMENT PRESERVATION	6-9-45	305,937	94,190	211,747
ROAD OPERATIONS CONSOLIDATED	6-9-48	67,078,421	52,112,083	14,966,338
ETIWANDA INTERCHANGE IMPROVEMENT	6-9-60	629,000	479,000	150,000
HIGH DESERT CORRIDOR	6-9-63	839,300	772,225	67,075
CALTRANS CONTRACT	6-9-57	148,186	298,186	(150,000)
DEVELOPMENT PROJECTS	6-9-66	3,760,952	779,743	2,981,209
MEASURE I FUNDS	6-9-69	21,434,383	8,793,864	12,640,519
SPECIAL DISTRICTS:				
FISH AND GAME COMMISSION	6-11-6	69,087	59,200	9,887
TOTAL SPECIAL REVENUE FUNDS		<u>209,556,243</u>	<u>153,906,211</u>	<u>55,650,032</u>
<u>ENTERPRISE FUNDS</u>		<u>Operating Expense</u>	<u>Revenue</u>	<u>Revenue Over (Under) Exp</u>
MUSEUM:				
ULTRASCREEN THEATRE	6-5-6	-	-	-
MUSEUM STORE	6-5-9	147,448	148,400	952
PUBLIC WORKS DEPARTMENT:				
REGIONAL PARKS SNACK BARS	6-9-36	71,129	76,600	5,471
SOLID WASTE OPERATIONS	6-9-73	46,513,636	45,543,580	(970,056)
SITE CLOSURE/MAINTENANCE	6-9-80	10,806,246	10,059,246	(747,000)
SITE ENHANCEMENT/EXPANSION	6-9-84	3,806,788	8,204,667	4,397,879
GROUNDWATER REMEDIATION	6-9-88	3,422,934	9,283,976	5,861,042
ENVIRONMENTAL MITIGATION	6-9-91	2,003,000	2,095,595	92,595
TOTAL ENTERPRISE FUNDS		<u>66,771,181</u>	<u>75,412,064</u>	<u>8,640,883</u>

OTHER AGENCY FUNDS

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
REDEVELOPMENT AGENCY:				
OPERATING FUND	8-4-1	5,847,251	1,586,200	4,261,051
HOUSING FUND	8-4-6	4,900,887	632,900	4,267,987
DEBT SERVICE FUND	8-4-9	4,601,251	3,664,296	936,955
CAPITAL PROJECTS	8-4-12	7,256,559	73,350	7,183,209
HOUSING PROJECTS	8-4-15	252,251	4,350	247,901
VICTOR VALLEY ECONOMIC DEVELOPMENT	8-4-18	830,219	174,415	655,804
VICTOR VALLEY ECON DEVLP - HOUSING	8-4-21	252,685	43,604	209,081
 COUNTY ECONOMIC DEVELOPMENT CORP	 8-2-1	 18,850	 12,600	 6,250
 INDUSTRIAL DEVELOPMENT AUTHORITY	 8-3-1	 40,337	 1,200	 39,137
 TOTAL OTHER AGENCY FUNDS		 24,000,290	 6,192,915	 17,807,375

OVERVIEW OF BUDGET

DEPARTMENT: ECONOMIC DEVELOPMENT/PUBLIC SERVICES
GROUP ADMINISTRATION
ASSISTANT COUNTY ADMINISTRATOR: JOHN GOSS
BUDGET UNIT: AAA PSG

I. GENERAL PROGRAM STATEMENT

Economic Development/Public Services Group (ED/PSG) Administration is responsible to the County Administrative Officer for the overall administration of 12 county departments and functions. These departments, which provide most of the municipal functions and services for the county, include the following: Agriculture/Weights and Measures, Airports, Economic and Community Development, County Fire, Jobs and Employment Services, County Library, Land Use Services, Museums, the Redevelopment Agency, Registrar of Voters, Special Districts, and Public Works. This latter department includes the divisions of Transportation, Flood Control, Regional Parks and Solid Waste Management.

Included in this budget unit is an ongoing contribution to the University of California/Riverside Agricultural Extension program.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	256,214	98,000	163,000	65,856
Total Revenue	31,565	-	5,000	-
Local Cost	224,649	98,000	158,000	65,856
Budgeted Staffing		20.5		17.0

2002-03 estimated expenditures are expected to exceed budget by \$65,000. This overage is primarily due to a \$60,000 Board-approved allocation of funds to support programs provided by the Arts Council for San Bernardino County.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The Department proposes to reduce budgeted staffing by 3.5 positions. This reduction includes the defunding of 2.5 vacant positions (1.0 Staff Analyst I, 1.0 Clerk II, and 0.5 Public Service Employee) and the transfer of 1.0 Staff Analyst II to the Jobs and Employment Services Department (JESD). This reduction in staff is the result of changing workload priorities and requirements of the office.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Economic Development/Public Services Administration
FUND: General AAA PSG

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Salaries and Benefits	1,563,555	1,749,809	116,985	-	1,866,794
Services and Supplies	373,053	347,090	(394)	-	346,696
Central Computer	38,629	38,629	(9,810)	-	28,819
Other Charges	190,000	100,000	(34,144)	-	65,856
Transfers	-	41,123	-	-	41,123
Total Exp Authority	2,165,237	2,276,651	72,637	-	2,349,288
Reimbursements	(2,002,237)	(2,178,651)	(104,781)	-	(2,283,432)
Total Appropriation	163,000	98,000	(32,144)	-	65,856
<u>Revenue</u>					
Other Revenue	5,000	-	-	-	-
Total Revenue	5,000	-	-	-	-
Local Cost	158,000	98,000	(32,144)	-	65,856
Budgeted Staffing		20.5	-	-	20.5

GROUP: Economic Development/Public Services
 DEPARTMENT: Economic Development/Public Services Administration
 FUND: General AAA PSG

FUNCTION: General
 ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
	(Adjusted)						
Appropriation							
Salaries and Benefits	1,866,794	(134,352)	1,732,442	-	1,732,442	-	1,732,442
Services and Supplies	346,696	(139,040)	207,656	-	207,656	-	207,656
Central Computer	28,819	-	28,819	-	28,819	-	28,819
Other Charges	65,856	-	65,856	-	65,856	-	65,856
Transfers	41,123	(37,568)	3,555	-	3,555	-	3,555
Total Exp Authority	2,349,288	(310,960)	2,038,328	-	2,038,328	-	2,038,328
Reimbursements	(2,283,432)	310,960	(1,972,472)	-	(1,972,472)	-	(1,972,472)
Total Oper Expense	65,856	-	65,856	-	65,856	-	65,856
Revenue							
Other Revenue	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-	-
Local Cost	65,856	-	65,856	-	65,856	-	65,856
Budgeted Staffing	20.5	(3.5)	17.0	-	17.0	-	17.0

ED/PSG ADMINISTRATION

Base Year Adjustments

Salaries and Benefits	39,051	MOU.
	75,902	Retirement.
	2,032	Risk Management Workers' Comp.
	<u>116,985</u>	
Services and Supplies	(2,136)	Risk Management Liabilities.
	(258)	Incremental change in EHAP.
	2,000	Increase resulting from the 2% local cost reduction from 2002-03 being transferred to the other charges category.
	<u>(394)</u>	
Central Computer	<u>(9,810)</u>	Decrease in accordance with projections provided by the Information Svcs Dept.
Other Charges	(3,920)	4% Spend Down Plan.
	(28,224)	30% Cost Reduction Plan.
	<u>(2,000)</u>	2% local cost reduction from 2002-03 transferred from services & supplies.
	<u>(34,144)</u>	
Reimbursements	(104,781)	Increase from ED/PSG non general fund departments to offset additional costs in salaries & benefits, services & supplies, and computer charges.
Base Year Appropriation	<u>(32,144)</u>	
Base Year Revenue	<u>-</u>	
Base Year Local Cost	<u>(32,144)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>(134,352)</u>	Decrease is due to the defunding of 2.5 vacant positions (1.0 Staff Analyst I, 1.0 Clerk II, and 0.5 PSE) and the transfer of 1.0 Staff Analyst II to JESD.
Services and Supplies	(145,651)	Decrease is primarily the result of reduced appropriations for services related the the Economic Development Subgroup. These reductions include the following: Media Buys (25,000), Conferences/Events (38,307), International Trade/Promotion (41,040), Rent Expense (21,920), and Travel Costs (19,384).
	(3,555)	GASB 34 Accounting charge (EHAP).
	10,166	Increased memberships related to the Economic Development Subgroup (6,980) and a number of other minimal increases totaling approximately \$3,000.
	<u>(139,040)</u>	
Transfers	3,555	GASB 34 Accounting charge (EHAP).
	(41,123)	Elimination of transfer to the county's Redevelopment Agency for reimbursement of costs of non-RDA related activities.
	<u>(37,568)</u>	
Reimbursements	310,960	Reduced reimbursements from ED/PSG non-general departments primarily due to less costs associated with the Economic Development Subgroup and the deletion of vacant positions.
Total Appropriation	<u>-</u>	
Total Revenues	<u>-</u>	
Local Cost	<u>-</u>	

OVERVIEW OF BUDGET

DEPARTMENT: AGRICULTURE/WEIGHTS AND MEASURES
AGRICULTURAL COMMISSIONER/SEALER: EDOUARD P. LAYAYE

2003-04					
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Ag, Weights & Measures	5,115,736	3,353,445	1,762,291		64.5
California Grazing	148,825	6,000		142,825	-
Total	5,264,561	3,359,445	1,762,291	142,825	64.5

BUDGET UNIT: AGRICULTURE/WEIGHTS AND MEASURES (AAA AWM)

I. GENERAL PROGRAM STATEMENT

The Department of Agriculture, Weights and Measures enforces state and local laws protecting the environment, public health, worker safety and the general welfare of the public by regulating the agricultural industry, pest control businesses, and all business transactions based on count, weight and volume. Additional duties include the inspection of produce and eggs, control of vegetation along state and county road right-of-ways and flood control channels, and the manufacture of rodent baits for sale to the public. The Department is also responsible for management of the county's predatory animal control program.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	4,560,872	5,256,794	4,873,365	5,115,736
Total Revenue	3,479,143	3,638,090	3,278,735	3,353,445
Local Cost	1,081,729	1,618,704	1,594,630	1,762,291
Budgeted Staffing		72.7		64.5
<u>Workload Indicators</u>				
Quarantine Shipments	27,743	33,000	28,000	30,000
Detection Traps	5,318	6,600	5,000	5,100
Pesticide Use Inspections	1,075	1,100	1,100	1,100
Dozen Eggs Inspected	2,194,494	2,000,000	1,408,000	1,000,000
Weed Control Acres	5,730	7,000	6,200	6,500
Devices Inspected	33,967	35,000	34,000	34,000
Packages Inspected	175,129	200,000	100,000	125,000
Petroleum Sign Inspections	1,523	1,700	1,400	1,500

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Department recommended changes to staffing include the elimination of 3.0 Agricultural Field Aide positions that were added in the 2002-03 budget in anticipation of an increase in pest detection services provided to the state, which did not occur; the reduction of 0.5 Public Service Employee (PSE) used in the pest detection program; and the elimination of 1.0 Agricultural Standards Officer IV position due to budgeting this position as an Agricultural Field Aide. The department has also reduced budgeted staffing from 1.0 to 0.5 Agricultural Field Aide due to workload requirements.

Included in Base Year Adjustments is the elimination of 3.2 positions (1.0 Plant Path/Entomologist, 1.0 Agricultural Standards Officer (ASO) and 1.2 PSE) as a result of the 4% Spend Down Plan and the portion of the 30% Cost Reduction Plan implemented.

AGRICULTURE/WEIGHTS AND MEASURES

PROGRAM CHANGES

The Pest Detection program is being reduced in accordance with the contract terms specified by the California Department of Food and Agriculture resulting in the reduction of the positions specified in staffing changes and \$84,000 in equipment budgeted last year for the acquisition of compact trucks.

Staffing and revenues associated with egg inspection have decreased as a result of the current Newcastle disease epidemic at poultry ranches. The Agricultural Standards Officer IV position has been reassigned to weights and measures inspections. The workload indicator for package inspection has been decreased as staff is encountering smaller lots of packaged goods more frequently. The amount of time spent on inspecting a small lot compared to a large lot is not significantly different.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department had a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>2.0</u>	Retain
Total Vacant	2.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

The department has proposed revising its fees based on the increase in hourly rates from the 1999-2000 level, changes in the administrative overhead costs and an increase in the amount of time necessary to complete packing plant and price scanner inspections. The proposed revisions total \$79,610 in additional revenue.

If the Board approves these fee increases, the department has requested to restore \$79,610 in services and supplies funding cuts associated with the 4% Spend Down Plan, 30% Cost Reduction Plan, and other recommended program funded adjustments. Specifically, the department would use this additional revenue to reinstate reductions in herbicide purchases (\$20,000), small equipment (\$21,000), memberships and training (\$10,000), bait resale purchases (\$10,000), special departmental expense (\$7,000), and various reductions (\$11,610). Restoration of these reductions will enable the department to properly train and provide staff with equipment/supplies necessary to provide the public with an adequate level of service.

GROUP: Economic Development/Public Services
DEPARTMENT: Agriculture/Weights and Measures
FUND: General AAA AWM

FUNCTION: Public Protection
ACTIVITY: Protective Insp

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Salaries and Benefits	3,398,638	3,635,585	182,220	-	3,817,805
Services and Supplies	1,261,146	1,375,341	(27,994)	-	1,347,347
Central Computer	17,034	17,034	(3,447)	-	13,587
Other Charges	7,405	7,405	(1,462)	-	5,943
Equipment	118,497	150,822	(38,417)	-	112,405
Transfers	70,645	70,607	(883)	-	69,724
Total Appropriation	4,873,365	5,256,794	110,017	-	5,366,811
<u>Revenue</u>					
License & Permits	464,100	448,600	-	-	448,600
Fines & Forfeitures	37,000	42,000	-	-	42,000
Use of Money & Prop	1,446	1,000	-	-	1,000
Current Services	849,990	940,050	-	-	940,050
State, Fed or Gov't Aid	1,874,648	2,159,940	(33,570)	-	2,126,370
Other Revenue	50,200	46,500	-	-	46,500
Other Financing Sources	1,351	-	-	-	-
Total Revenue	3,278,735	3,638,090	(33,570)	-	3,604,520
Local Cost	1,594,630	1,618,704	143,587	-	1,762,291
Budgeted Staffing		72.7	(3.2)	-	69.5

GROUP: Economic Development/Public Services
DEPARTMENT: Agriculture/Weights & Measures
FUND: General AAA AWM

FUNCTION: Public Protection
ACTIVITY: Protective Insp

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	3,817,805	(121,135)	3,696,670	-	3,696,670	-	3,696,670
Services and Supplies	1,347,347	(62,696)	1,284,651	-	1,284,651	-	1,284,651
Central Computer	13,587	-	13,587	-	13,587	-	13,587
Other Charges	5,943	69	6,012	-	6,012	-	6,012
Equipment	112,405	(82,647)	29,758	-	29,758	-	29,758
Transfers	69,724	15,334	85,058	-	85,058	-	85,058
Total Appropriation	5,366,811	(251,075)	5,115,736	-	5,115,736	-	5,115,736
<u>Revenue</u>							
License & Permits	448,600	15,700	464,300	-	464,300	-	464,300
Fines & Forfeitures	42,000	(5,000)	37,000	-	37,000	-	37,000
Use of Money & Prop	1,000	300	1,300	-	1,300	-	1,300
Current Services	940,050	(35,000)	905,050	-	905,050	-	905,050
State, Fed or Gov't Aid	2,126,370	(217,575)	1,908,795	-	1,908,795	-	1,908,795
Other Revenue	46,500	(9,500)	37,000	-	37,000	-	37,000
Other Financing Sources	-	-	-	-	-	-	-
Total Revenue	3,604,520	(251,075)	3,353,445	-	3,353,445	-	3,353,445
Local Cost	1,762,291	-	1,762,291	-	1,762,291	-	1,762,291
Budgeted Staffing	69.5	(5.0)	64.5	-	64.5	-	64.5

AGRICULTURE/WEIGHTS AND MEASURES

	Base Year Adjustments	
Salaries and Benefits	100,270	MOU.
	184,192	Retirement.
	47,623	Risk Management Workers Comp.
	(66,365)	Pest Exclusion support , 4% Spend Down Plan, 1.0 Plant Path/Entomologist.
	(26,800)	Red Imported Fire Ant survey staff, 1.2 PSE, 30% Cost reduction Plan.
	(56,700)	Fruit, Vegetable inspection, 1.0 Agricultural Standards Officer IV position, 30% Cost Reduction Plan.
	<u>182,220</u>	
Services and Supplies	(9,575)	Risk Management Liabilities.
	(13,445)	General miscellaneous reductions, 30% Cost Reduction Plan.
	(4,574)	Small equipment and training, 4% Spend Down Plan.
	(400)	Membership fee reduction, 4% Spend Down Plan, Plant Path/Ent. Position.
	<u>(27,994)</u>	
Central Computer	<u>(3,447)</u>	Reduction in computer operation charges.
Other Charges	<u>(1,462)</u>	Lease Purchase interest, 4% Spend Down Plan.
Equipment	<u>(38,417)</u>	Lease purchase termination, 4% Spend Down Plan.
Transfers	<u>(883)</u>	Incremental change in EHAP.
Total Base Year Appropriation	<u>110,017</u>	
State, Fed or Gov't Aid	(46,470)	Gas tax reimbursement change, 4% Spend Down Plan.
	12,900	Accounting change, 30% Cost Reduction Plan.
Total Base Year Revenue	<u>(33,570)</u>	
Total Base Year Local Cost	<u>143,587</u>	

AGRICULTURE/WEIGHTS AND MEASURES

Recommended Program Funded Adjustments		
Salaries and Benefits	(111,763)	Reduction of 3.0 Ag. Field Aide, 0.5 PSE and deletion of 1.0 Ag. Standard Officer position.
	(20,315)	Reduction of 0.5 Agricultural Field Aide.
	<u>10,943</u>	Net change in benefits, range and step adjustments for all staff.
	<u>(121,135)</u>	
Services and Supplies	(49,900)	Reduction in herbicides (\$20,000), purchase for resale (\$10,000) and non-inventoriable equipment (\$19,000).
	9,000	Increase in presort, mail and courier service rates.
	(13,488)	GASB Accounting Changes (EHAP).
	<u>(8,308)</u>	Net reduction from adjustment of all other services and supply categories.
	<u>(62,696)</u>	
Other Charges	<u>69</u>	Net increase for interest on lease-purchase agreements.
Equipment	(84,000)	Elimination of last year's one-time funding for compact trucks.
	<u>1,353</u>	Net change in Lease purchase agreements.
	<u>(82,647)</u>	
Transfers	1,721	Rent increase for Ontario and Fontana office space.
	13,488	GASB Accounting Changes (EHAP).
	<u>125</u>	Sign making charges from Public Works.
	<u>15,334</u>	
Total Appropriation	<u>(251,075)</u>	
Revenue		
Licenses & Permits	14,000	Increase in device and price scanner registrations.
	<u>1,700</u>	Net increase from changes in pest control business registrations and native plant permits.
	<u>15,700</u>	
Fines & Forfeitures	6,000	Increase in administrative penalties levied for pesticide violations.
	<u>(11,000)</u>	Decrease in administrative penalties levied for weights and measures violations.
	<u>(5,000)</u>	
Use of Money & Prop	<u>300</u>	Increase in the amount of rent received from beekeepers for use of county property.
Current Services	(15,000)	Reduction in phytosanitary certification (\$7,000) and grape maturity certification (\$8,000).
	(10,000)	Net reduction in weed control services.
	<u>(10,000)</u>	Net reduction in reinspection fees, standby, non-commercial device inspections and other svcs.
	<u>(35,000)</u>	
State. Fed or Gov't Aid	(18,460)	Reduction in egg inspection reimbursement due to Newcastle epidemic.
	(167,155)	Elimination of last year's one-time funding for vehicles for pest detection and contract funding correction.
	(46,430)	Net reduction in unclaimed gas tax revenue based on anticipate local cost to perform agriculture programs.
	(9,930)	Reduction in reimbursement rate for petroleum and weighmaster inspections.
	<u>24,400</u>	Net increase in all other state revenue sources.
	<u>(217,575)</u>	
Other Revenue	(10,000)	Reduction in the amount of rodent baits sold to the public.
	<u>500</u>	Increase in the amount of data sales.
	<u>(9,500)</u>	
Total Revenue	<u>(251,075)</u>	
Local Cost	<u>-</u>	

AGRICULTURE/WEIGHTS AND MEASURES

Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	2.0	2.0	68,053	68,053	-
Total Vacant	2.0	2.0	68,053	68,053	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
--	------------------------	--------------------------	----------------------------------	----------------	-------------------

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

	-	-	-	-	-
Subtotal Recommended - Delete	-	-	-	-	-
	-	-	-	-	-
Subtotal Recommended - Retain	-	-	-	-	-
Total Slated for Deletion	-	-	-	-	-

Vacant Budgeted In Recruitment - Retain

<i>Agricultural Field Aide</i>	LY300292	1.0	34,373	34,373	-
<i>Agricultural Field Aide</i>	LY300293	1.0	33,680	33,680	-
Total in Recruitment Retain		2.0	68,053	68,053	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Agriculture/Weights and Measures (AAA AWM)
 PREPARED BY: John Gardner
 PHONE # 387-2117

6-2-7a

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.021 (a)(1)(A) Certification Services	\$30.00	\$36.00	\$6.00	Eliminates local cost funding for this requested service. Updates fee for inflationary costs incurred since 1999-00. Program change in the calculation of overhead.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget.
16.021 (a)(2) Certification Services	\$47.50	\$57.00	\$9.50	As above	As Above
16.021 (d)(1) Producer Certificate (site	\$47.50	\$57.00	\$9.50	As above	As above
16.021 (d)(2) Farmer's Market Certificate	\$200.00	\$240.00	\$40.00	As above	As above
16.021 (e)(1) Apiary Inspection	\$47.50	\$57.00	\$9.50	As above	As above
16.021 (f)(3) Records research	\$47.50	\$57.00	\$9.50	As Above	As Above
16.021 (h) Pest Identifications (hourly rate only)	\$47.50	\$57.00	\$9.50	As above	As above
16.021 (k) (2) Commodity Packer	\$200.00	\$250.00	\$50.00	Updates fees for inflationary costs incurred since 1999-00. Program change increases the amount of time spent for each inspection of a packer .	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget.
16.021 (k) (3) Pricing Scanners	\$95.00	\$160.00	\$65.00	Updates fees for inflationary costs incurred since 1999-00. Program change increases the amount of time spent for each inspection of price scanners .	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget.
16.021 (l)(2) Standby	\$47.50	\$57.00	\$9.50	Eliminates local cost funding for this requested service. Updates fee for inflationary costs incurred since 1999-00. Program change in the calculation of overhead.	Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget.
16.021 (l) (3) Inspection Services	\$47.50	\$57.00	\$9.50	As above	As above

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Agriculture/Weights and Measures (AAA AWM)
 PREPARED BY: John Gardner
 PHONE #: 387-2117

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 1

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change in Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change in Fee Revenue (H)-(G)
16.021 (a)(1)(A) Certification Services	\$30.00	\$36.00	\$6.00	3,030	3,030	0	\$90,900.00	\$109,080.00	\$18,180.00
16.021 (a)(2) Certification Services	\$47.50	\$57.00	\$9.50	150	150	0	\$7,125.00	\$8,550.00	\$1,425.00
16.021 (d)(1) Producer Certificate (site fee portion only)	\$47.50	\$57.00	\$9.50	60	60	0	\$2,850.00	\$3,420.00	\$570.00
16.021 (d)(2) Farmer's Market Certificate	\$200.00	\$240.00	\$40.00	4	4	0	\$800.00	\$960.00	\$160.00
16.021 (e)(1) Apiary Inspection	\$47.50	\$57.00	\$9.50	0	0	0	\$0.00	\$0.00	\$0.00
16.021 (f)(3) Records research	\$47.50	\$57.00	\$9.50	0	0	0	\$0.00	\$0.00	\$0.00
16.021 (h) Pest Identifications (hourly rate only)	\$47.50	\$57.00	\$9.50	0	0	0	\$0.00	\$0.00	\$0.00
16.021 (k) (2) Commodity Packer	\$200.00	\$250.00	\$50.00	310	310	0	\$62,000.00	\$77,500.00	\$15,500.00
16.021 (k) (3) Pricing Scanners	\$95.00	\$160.00	\$65.00	520	520	0	\$49,400.00	\$83,200.00	\$33,800.00
16.021 (l)(2) Standby	\$47.50	\$57.00	\$9.50	50	50	0	\$2,375.00	\$2,850.00	\$475.00
16.021 (l) (3) Inspection Services	\$47.50	\$57.00	\$9.50	1,000	1,000	0	\$47,500.00	\$57,000.00	\$9,500.00
TOTAL THIS PAGE			\$227.50						\$79,610.00
GRAND TOTAL (All Page A's)									

6-2-7b

AGRICULTURE/WEIGHTS AND MEASURES

BUDGET UNIT: CALIFORNIA GRAZING (SCD ARE)

I. GENERAL PROGRAM STATEMENT

The California Grazing budget funds a variety of range improvement projects such as cattle guards, pipelines, tanks, and water dispensing facilities recommended by the county's Range Improvement Advisory Committee (RIAC). RIAC is comprised of five Bureau of Land Management (BLM) lessees and one wildlife member, and are appointed by the Board of Supervisors. RIAC recommends to the Board of Supervisors various grazing improvement projects for funding. The Bureau of Land Management, the federal agency responsible for leasing the grazing allotments to ranchers, reviews the environmental impact of projects. Funding for these projects comes from fees paid to the federal government for grazing leases by ranchers under the provisions of the federal Taylor Grazing Act of 1934. A portion of the grazing fees is distributed back to the county to fund improvements on the federal lands. The county acts in a trustee capacity for these funds. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	140,240	-	148,825
Total Revenue	<u>9,207</u>	<u>6,000</u>	<u>8,585</u>	<u>6,000</u>
Fund Balance		134,240		142,825

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, the estimated expenditures in this fund are significantly less than budgeted. The amount not expended in 2002-03 will be carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Agriculture/Weights and Measures - California Grazing
FUND: Special Revenue SCD ARE

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	-	140,240	-	-	140,240
Total Appropriation	-	140,240	-	-	140,240
<u>Revenue</u>					
State, Fed or Gov't Aid	8,585	6,000	-	-	6,000
Total Revenue	8,585	6,000	-	-	6,000
Fund Balance		134,240	-	-	134,240

GROUP: Economic Development/Public Services
 DEPARTMENT: Agriculture/Weights & Measures - California Grazing
 FUND: Special Revenue SCD ARE

FUNCTION: Public Protection
 ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	140,240	8,585	148,825	-	148,825	-	148,825
Total Appropriation	140,240	8,585	148,825	-	148,825	-	148,825
Revenue							
State, Fed or Gov't Aid	6,000	-	6,000	-	6,000	-	6,000
Total Revenue	6,000	-	6,000	-	6,000	-	6,000
Fund Balance	134,240	8,585	142,825	-	142,825		142,825

Recommended Program Funded Adjustments

Services and Supplies	8,585	Available fund balance based on 2002-03 revenue received.
Total Appropriation	8,585	
Revenue		
State, Fed or Gov't Aid	-	
Total Revenue	-	
Fund Balance	8,585	

OVERVIEW OF BUDGET

DEPARTMENT: AIRPORTS
DIRECTOR: J. WILLIAM INGRAHAM

2003-04

	<u>Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Fund Balance</u>	<u>Staffing</u>
Airports	2,461,753	2,422,940	38,813		28.9
Commercial Hangar	1,251,766	438,809		812,957	-
TOTAL	3,713,519	2,861,749	38,813	812,957	28.9

BUDGET UNIT: AIRPORTS (AAA APT)

I. GENERAL PROGRAM STATEMENT

Airports provides for the management, maintenance, and operation of the five county owned airports (Chino, Barstow-Daggett, Needles, Twentynine Palms, and Baker) and the special district facility at Apple Valley. The department also assists the county's private and municipal airport operators in planning, interpreting, and implementing FAA general aviation requirements.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Department Request 2003-04</u>
Total Appropriation	2,415,329	2,518,785	2,326,017	2,461,753
Total Revenue	2,356,612	2,461,028	2,270,571	2,422,940
Local Cost	58,717	57,757	55,446	38,813
Budgeted Staffing		28.9		28.9

Workload Indicators

Maintenance Hours:

Chino	10,510	11,000	11,891	11,800
Barstow-Daggett	5,488	7,200	5,596	7,200
Apple Valley	5,960	7,200	5,996	7,200
Needles	603	400	883	600
Twentynine Palms	832	800	502	600
Baker	83	120	221	120

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

AIRPORTS

IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>2.0</u>	Retain
Total Vacant	2.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: ED/PSG
DEPARTMENT: Airports
FUND: General AAA APT

FUNCTION: General
ACTIVITY: Other General

AIRPORTS

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,517,223	1,668,587	129,614	-	1,798,201
Services and Supplies	1,093,133	1,247,920	140,851	-	1,388,771
Central Computer	6,741	6,741	(1,559)	-	5,182
Other Charges	51,519	51,519	-	-	51,519
Transfers	<u>112,615</u>	<u>-</u>	<u>(932)</u>	<u>-</u>	<u>(932)</u>
Total Exp Authority	2,781,231	2,974,767	267,974	-	3,242,741
Reimbursements	(455,214)	(455,982)	(230,333)	-	(686,315)
Total Appropriation	2,326,017	2,518,785	37,641	-	2,556,426
<u>Revenue</u>					
Use of Money & Prop	2,092,289	2,199,794	56,585	-	2,256,379
State Aid	40,000	40,000	-	-	40,000
Current Services	134,282	140,128	-	-	140,128
Other Revenue	<u>4,000</u>	<u>81,106</u>	<u>-</u>	<u>-</u>	<u>81,106</u>
Total Revenue	2,270,571	2,461,028	56,585	-	2,517,613
Local Cost	55,446	57,757	(18,944)	-	38,813
Budgeted Staffing		28.9	-	-	28.9

GROUP: ED/PSG
DEPARTMENT: Airports
FUND: General AAA APT

FUNCTION: General
ACTIVITY: Other General

AIRPORTS

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	1,798,201	32,749	1,830,950	-	1,830,950	-	1,830,950
Services and Supplies	1,388,771	(148,000)	1,240,771	-	1,240,771	-	1,240,771
Central Computer	5,182	-	5,182	-	5,182	-	5,182
Other Charges	51,519	(2,264)	49,255	-	49,255	-	49,255
Transfers	(932)	22,842	21,910	-	21,910	-	21,910
Total Exp Authority	3,242,741	(94,673)	3,148,068	-	3,148,068	-	3,148,068
Reimbursements	(686,315)	-	(686,315)	-	(686,315)	-	(686,315)
Total Appropriation	2,556,426	(94,673)	2,461,753	-	2,461,753	-	2,461,753
<u>Revenue</u>							
Use of Money & Prop	2,256,379	(100,066)	2,156,313	-	2,156,313	-	2,156,313
State Aid	40,000	-	40,000	-	40,000	-	40,000
Current Services	140,128	26,499	166,627	-	166,627	-	166,627
Other Revenue	81,106	(21,106)	60,000	-	60,000	-	60,000
Total Revenue	2,517,613	(94,673)	2,422,940	-	2,422,940	-	2,422,940
Local Cost	38,813	-	38,813	-	38,813		38,813
Budgeted Staffing	28.9	-	28.9	-	28.9	-	28.9

AIRPORTS

Base Year Adjustments

Salaries and Benefits	41,263	MOU.
	77,160	Retirement.
	<u>11,191</u>	Risk Management Workers' Compensation.
	<u>129,614</u>	
Services and Supplies	<u>140,851</u>	Risk Management Liabilities increase (\$143,161) less 4% Spend Down (\$2,310).
Central Computer	<u>(1,559)</u>	
Transfers	<u>(932)</u>	Incremental change in EHAP.
Reimbursements	(186,661)	Recovery of Risk Management Charges for Apple Valley Airport and commercial hangars.
	(43,672)	Recovery salaries and benefits increases related to operation of Apple Valley Airport.
	<u>(230,333)</u>	
Total Base Year Appropriation	<u>37,641</u>	
Total Base Year Revenue	<u>56,585</u>	Revenue necessary to offset base year adjustments and meet 30% spenddown.
Total Base Year Local Cost	<u>(18,944)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>32,749</u>	Increase in salary cost related to upgrade of Supervising Accounting Tech to Staff Analyst II (\$19,000) and step increases (\$13,749).
Services and Supplies	(30,158)	Reduction in professional services due to funding constraints.
	(15,842)	GASB 34 Accounting Change (EHAP).
	<u>(102,000)</u>	Reduction in maintenance expenses due to funding constraints.
	<u>(148,000)</u>	
Other Charges	<u>(2,264)</u>	Reduction in debt service payments on state construction loans.
Transfers	22,842	Includes reimbursement to Small Business Development for service provide to comply with federal Disadvantage Business Enterprise requirments (\$7,000) and GASB 34 Accounting Change (\$15,842).
Total Appropriation	<u>(94,673)</u>	
Revenue		
Use of Money & Property	<u>(100,066)</u>	Reduction in rent estimates based on experience in 2002-03.
Current Services	<u>26,499</u>	Fees for consulting services provided to San Bernardino International Airport Authority.
Other Revenue	<u>(21,106)</u>	Decrease in revenue from U.S. Army for wastewater treatment svcs at Barstow-Daggett Airport.
Total Revenue	<u>(94,673)</u>	
Local Cost	<u>-</u>	

AIRPORTS

Vacant Position Impact
Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	2.0	2.0	87,693	87,693	-
Total Vacant	2.0	2.0	87,693	87,693	-

Vacant Position Impact
Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted In Recruitment - Retain					
<i>Airport Maintenance Worker II</i>	00109	1.0	48,477	48,477	-
<i>Secretary I</i>	11629	1.0	39,216	39,216	-
Total in Recruitment Retain		2.0	87,693	87,693	-

AIRPORTS

BUDGET UNIT: CHINO AIRPORT COMMERCIAL HANGAR FACILITY (RCI APT)

I. GENERAL PROGRAM STATEMENT

The Commercial Hangar Facility located at Chino Airport was constructed in 1987 through proceeds from a 30-year bond issue. Since 1996, the Airports Department has been responsible for the facility's maintenance and operation. Expenditures include the annual transfer of approximately \$860,000 to the General Fund for the debt service payment. Expenditures are financed from the remaining fund balance, as well as revenues generated from leasing the facility. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Estimated</u> <u>2002-03</u>	<u>Department</u> <u>Request</u> <u>2003-04</u>
Total Appropriation	553,198	2,198,380	900,319	1,251,766
Total Revenue	394,792	888,640	403,536	438,809
Fund Balance		1,309,740		812,957

Workload Indicators

Maintenance Hours	305	400	400	400
-------------------	-----	-----	-----	-----

The 2002-03 budgeted appropriation includes contingencies in the amount of \$1,288,628 that is not reflected in the 2002-03 estimates. This is because appropriations in this category cannot be spent without prior Board approval. The 2002-03 estimated revenues are \$485,000 less than budget due to vacancies of the hangars during the year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

The 2003-04 budget includes contingencies in the amount of \$191,390, the amount projected to be available as fund balance in 2004-05.

Costs related to Risk Management charges for the Chino Hangars have historically been paid by the Department of Airports general fund budget (AAA APT). Effective 2003-04, general fund costs will be reimbursed by this budget unit.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: ED/PSG

FUNCTION: Public Ways and Facilities

DEPARTMENT: Airport

ACTIVITY: Transportation

FUND: Special Revenue RCI APT

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Services and Supplies	44,037	53,470	-	-	53,470
Contingencies & Reserves	-	1,288,628	-	-	1,288,628
Transfers	<u>856,282</u>	<u>856,282</u>	<u>-</u>	<u>-</u>	<u>856,282</u>
Total Appropriation	900,319	2,198,380	-	-	2,198,380
<u>Revenue</u>					
Use of Money & Prop	403,536	888,640	-	-	888,640
Total Revenue	403,536	888,640	-	-	888,640
Fund Balance		1,309,740	-	-	1,309,740

GROUP: ED/PSG
DEPARTMENT: Airports
FUND: Special Revenue RCI APT

FUNCTION: Public Ways & Facilities
ACTIVITY: Transportation

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
<u>Appropriation</u>							
Services and Supplies	53,470	12,530	66,000	-	66,000	-	66,000
Contingencies & Reserves	1,288,628	(1,097,238)	191,390	-	191,390	-	191,390
Transfers	856,282	138,094	994,376	-	994,376	-	994,376
Total Appropriation	2,198,380	(946,614)	1,251,766	-	1,251,766	-	1,251,766
<u>Revenue</u>							
Use of Money & Prop	888,640	(449,831)	438,809	-	438,809	-	438,809
Total Revenue	888,640	(449,831)	438,809	-	438,809	-	438,809
Fund Balance	1,309,740	(496,783)	812,957	-	812,957		812,957

Recommended Program Funded Adjustments

Services and Supplies	12,530	Increase due to additional maintenance requirements.
Contingencies	(1,097,238)	Reduction due to less revenues anticipated in 2003-04 and less fund balance available.
Transfers	138,094	Reimburse the general fund (AAA APT) for Risk Management charges.
Total Appropriation	(946,614)	
Revenue		
Use of Money & Prop.	(449,831)	Decrease in rental revenue due to low occupancy rates.
Total Revenue	(449,831)	
Fund Balance	(496,783)	

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY LIBRARY
COUNTY LIBRARIAN: EDWARD KIECZYKOWSKI
BUDGET UNIT: SAP CLB

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Library provides public library services through a network of 29 branches in unincorporated areas and 18 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. The County Library also operates a mobile unit in the High Desert that serves young children and their parents and caregivers. The County Library provides access to information through its collection of 1,200,000 items as well as 300 Internet Accessible Public Computers. Cultural and educational programs for all ages are provided at Branch locations. The County Library system is financed primarily through property taxes.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	11,749,004	12,217,331	11,418,103	11,637,419
Total Revenue	11,930,075	11,759,634	11,445,975	11,151,850
Fund Balance		457,697		485,569
Budgeted Staffing		212.0		210.2
<u>Workload Indicators</u>				
Circulation	2,931,733	3,025,100	2,900,000	2,900,000
Reference Inquiries	567,531	599,700	610,000	625,000
Branches	28	28	29	29
Total Branch Hours	66,632	66,700	67,400	67,800
Patron Visits	3,124,386	3,200,000	3,250,000	3,350,000

Estimated appropriation for 2002-03 are expected to be approximately \$800,000 below the original budgeted amounts. This savings is primarily in response to a projected loss of state revenues. Because of reduced revenues, the department curtailed its expenditures during 2002-03. Book purchases were \$500,000 less than budget. In addition, the countywide hiring freeze and subsequent extended vacancy patterns resulted in a savings to salaries and benefits of approximately \$270,000.

Branch hours have increased resulting from the addition of the Serrano Branch Library. 2003-04 will see the full-year addition of 1,100 hours at this 29th branch library. Although branch hours and patron visits are expected to increase during 2003-04, library materials circulation is anticipated to remain unchanged due to significant reductions to the materials budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Department recommended changes to budgeted staffing is a decrease of 3.4 positions. This decrease is the result of deleting 2.0 vacant positions (1.0 Librarian IV and 1.0 Clerk II) as well as reducing budgeted staffing by 1.4 (1.0 Library Assistants and 0.4 Library Pages). The reduction in budgeted staffing is warranted due to the frequent turnover of positions in these two classifications.

Included in mid-year adjustments is the addition of 1.0 Librarian for the Highland Environmental Learning Center Project and 0.6 Library Associate for the new Serrano Branch Library.

COUNTY LIBRARY

PROGRAM CHANGES

None.

OTHER CHANGES

The impact of a projected \$235,000 decrease in state aid revenues, in addition to a \$50,000 increase in COWCAP charges, have resulted in further reductions to County Library's book budget.

IV. VACANT POSITION IMPACT

The department has a total of 24.3 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	3.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>21.3</u>	Retain
Total Vacant	24.3	

The department is in the process of converting Public Service Employees to Library Assistant positions in accordance with provisions of the MOU between the County and the San Bernardino Public Employees Association. Of the department's 24.3 vacant budgeted positions, 21.3 of which are Library Assistants. These budgeted positions will remain vacant until the PSE conversion process is completed.

The department has submitted a policy item for the restoration of the following 3.0 vacant budgeted positions that are slated for deletion: 1.0 Librarian I to manage the department's Learning, Information, Technology, and Education (LITE) Program, which is currently being overseen by a Public Service Employee, 1.0 Library Associate for the newly established Serrano High School Joint Use library, and 1.0 Library Program Coordinator is needed to supervise the Department's Collection Services/Adult Services unit and to relieve existing staff of excessive workload demands resulting from absorbing this position's duties and responsibilities.

The County Administrative Office recommends restoration of the Librarian I and Library Associate positions due to their outside funding sources and contractual commitments.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LITE Program	1.0 \$45,900 Revenue Supported	Librarian I needed for the management, operation, and programming of the Department's LITE Program. This Program provides educational activities and materials to the families of children ages 0 to 5.
x	1	Serrano H.S. Joint-Use library	1.0 \$41,752 Revenue Supported	Library Associate is needed for the recently established Serrano High School Joint-Use library. This position would provide professional level support to library programming, including children's services and activities.
	1	Collection Svcs/Adult Svcs	1.0 \$61,510 Revenue Supported	Library Program Coordinator would supervise the Department's Collection Services/Adult Services unit and would be responsible for the ordering, tracking, processing, and distribution of all incoming Adult, Reference, Periodical, and Online Publications.

V. OTHER POLICY ITEMS

None.

COUNTY LIBRARY

VI. FEE CHANGES

The Library is proposing to increase its fines on overdue books and audio-visual materials. The additional revenues of \$220,000 that would be generated from this increase would be used to augment the department's book budget, which is budgeted at approximately \$748,000 less than the amount in 2002-03. The proposed increases affect only library patrons who fail to return materials when due, with no impact on other users. Fines for overdue materials were last increased in 1993-94.

The Library also proposes a new computer printing fee. Increased use of public access printers, together with a corresponding increase in both cartridge replacement and staff assistance time, has resulted in a cost issue for the department. In accordance with this new fee, County Library would provide 10 pages of printing free of cost; however, the department would require a \$0.10/page fee for any additional printing. This fee is necessary for the department to recover its costs for paper, printer cartridges, and a portion of the required staff time. Revenues from this proposed fee are projected at \$29,000 per year.

GROUP: Economic Development/Public Services
DEPARTMENT: County Library
FUND: Special Revenue SAP CLB

FUNCTION: Education
ACTIVITY: Library

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	6,964,763	7,236,552	634,433	84,000	7,954,985
Services and Supplies	3,460,957	4,103,468	(3,003)	(402,476)	3,697,989
Central Computer	92,000	100,104	-	-	100,104
Other Charges	75,515	112,395	-	-	112,395
Structures & Imprvmts.	306,000	306,000	-	-	306,000
Equipment	7,476	-	-	-	-
Vehicles	29,476	32,000	-	-	32,000
Transfers	<u>722,408</u>	<u>750,070</u>	<u>-</u>	<u>-</u>	<u>750,070</u>
Total Exp Authority	11,658,595	12,640,589	631,430	(318,476)	12,953,543
Reimbursements	<u>(240,492)</u>	<u>(423,258)</u>	<u>-</u>	<u>-</u>	<u>(423,258)</u>
Total Appropriation	11,418,103	12,217,331	631,430	(318,476)	12,530,285
<u>Revenue</u>					
Taxes	7,820,213	7,692,850	557,799	-	8,250,649
Current Services	805,000	765,000	73,631	-	838,631
State, Fed or Gov't Aid	1,363,601	1,692,043	-	(318,476)	1,373,567
Other Revenue	1,157,161	1,309,741	-	-	1,309,741
Other Financing Sources	<u>300,000</u>	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
Total Revenue	11,445,975	11,759,634	631,430	(318,476)	12,072,588
Fund Balance		457,697	-	-	457,697
Budgeted Staffing		212.0	-	1.6	213.6

GROUP: Economic Development/Public Services
DEPARTMENT: County Library
FUND: Special Revenue SAP CLB

FUNCTION: Education
ACTIVITY: Library

COUNTY LIBRARY

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I + J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
Appropriation							
Salaries and Benefits	7,954,985	(91,161)	7,863,824	(149,162)	7,714,662	87,652	7,802,314
Services and Supplies	3,697,989	(466,505)	3,231,484	-	3,231,484	-	3,231,484
Central Computer	100,104	(27,095)	73,009	-	73,009	-	73,009
Other Charges	112,395	530	112,925	-	112,925	-	112,925
Structures & Imprvmts.	306,000	(156,000)	150,000	-	150,000	-	150,000
Equipment	-	-	-	-	-	-	-
Vehicles	32,000	(32,000)	-	-	-	-	-
Transfers	750,070	(229,363)	520,707	-	520,707	-	520,707
Total Exp Authority	12,953,543	(1,001,594)	11,951,949	(149,162)	11,802,787	87,652	11,890,439
Reimbursements	<u>(423,258)</u>	<u>108,728</u>	<u>(314,530)</u>	<u>-</u>	<u>(314,530)</u>	<u>-</u>	<u>(314,530)</u>
Total Appropriation	12,530,285	(892,866)	11,637,419	(149,162)	11,488,257	87,652	11,575,909
Revenue							
Taxes	8,250,649	-	8,250,649	-	8,250,649	-	8,250,649
Current Services	838,631	11,369	850,000	-	850,000	-	850,000
State, Fed or Gov't Aid	1,373,567	(234,966)	1,138,601	-	1,138,601	-	1,138,601
Other Revenue	1,309,741	(697,141)	612,600	-	612,600	-	612,600
Other Financing Sources	300,000	-	300,000	-	300,000	-	300,000
Total Revenue	12,072,588	(920,738)	11,151,850	-	11,151,850	-	11,151,850
Fund Balance	457,697	27,872	485,569	(149,162)	336,407	87,652	424,059
Budgeted Staffing	213.6	(3.4)	210.2	(3.0)	207.2	2.0	209.2

COUNTY LIBRARY

Base Year Adjustments

Salaries and Benefits	214,151	MOU.
	407,355	Retirement.
	12,927	Risk Management Workers' Comp.
	<u>634,433</u>	
Services and Supplies	<u>(3,003)</u>	Incremental change in EHAP.
Total Base Year Appropriation	<u>631,430</u>	
Revenue		
Taxes	<u>557,799</u>	Projected increase in property tax revenue to offset above costs.
Current Services	<u>73,631</u>	Projected increase in service fees revenues based on 2002-03 estimates.
Total Base Year Revenue	<u>631,430</u>	
Total Base Year Fund Balance	<u>-</u>	

Mid-Year Adjustment

Salaries & Benefits	29,000	0.6 budgeted Library Associate for new Serrano Branch, Board approved September 17, 2002.
	55,000	1.0 budgeted Librarian I to manage Highland's Environmental Learning Center Project, Board approved October 29, 2002.
	<u>84,000</u>	
Services & Supplies	(84,000)	Reduction to professional services to offset increased salaries & benefits.
	(318,476)	Reduction to Book Budget to offset decreased state aid per Board Item dated October 8, 2002.
	<u>(402,476)</u>	
Total Mid-Year Appropriation	<u>(318,476)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(318,476)</u>	Reductions to state aid after final approval of state budget per Board Item dated October 8, 2002..
Total Mid-Year Revenue	<u>(318,476)</u>	
Total Mid-Year Fund Balance	<u>-</u>	

COUNTY LIBRARY

Recommended Program Funded Adjustments		
Salaries and Benefits	(91,161)	Decrease of 1.0 Librarian IV (\$75,000), 1.0 Clerk II (\$32,000), and a 1.4 increase in the vacancy factor (\$37,000). These decreases were partially offset by step increases totally approximately \$53,000.
Services and Supplies	79,757 (429,561) (150,000) 45,000 49,066 (106,000) 49,678 32,310 <u>(36,755)</u> <u>(466,505)</u>	Increase in telecommunications expenses and ISD costs. Reduction of materials budget. Decrease in PCs and non-inventoriable equipment. Increased reimbursement to Friends groups for video rentals. Increased general office expenses. Reduced budgets for the following: Professional services (\$16,000), software (\$35,000) Training (\$13,000), Publications (\$11,000), Printing (\$12,000), Utilities (\$9,000), and Travel (\$10,000). Increase of COWCAP. Increase in advertising costs (\$9,000), custodial services (\$10,000) and a net increase in various other accounts (\$13,310). GASB 34 accounting change (EHAP).
Central Computer	<u>(27,095)</u>	
Other Charges	<u>530</u>	Increased debt service on Infrastructure Bank loan (financed Apple Vly Library Construction).
Structures/Improvements	<u>(156,000)</u>	Apple Valley Library construction funds expended 2002-03.
Vehicles	<u>(32,000)</u>	No vehicle purchases planned in 2003-04.
Transfers	36,755 (16,118) (250,000) <u>(229,363)</u>	GASB 34 accounting change (EHAP). Reduction in rent due to termination of old Apple Valley Branch leased building. One-time donation used in 2002-03 to reimburse A & E for construction costs related to the Apple Valley Branch Library.
Reimbursements	3,970 53,000 51,758 <u>108,728</u>	Reduced reimbursements for Recorder's services & space rent. Projected reduction in CDBG Grant funding. Reduced amount from trust fund for Bloomington Library.
Total Appropriation	<u>(892,866)</u>	
Revenue		
Current Services	<u>11,369</u>	Increases in fines, fees and video revenues.
State, Fed or Gov't Aid	<u>(234,966)</u>	Projected Reductions in State Public Library fund revenues.
Other Revenue	(250,000) 11,000 (80,000) (310,141) (20,000) (48,000) <u>(697,141)</u>	One-time Apple Valley library contribution expended in 2002-03. Big Bear Library utility reimbursement. Reduction in E-rate reimbursement. Reduction in First Five Grant (formerly Children & Families Commission LITE Program Grant). Projected reduction in Friends of the Library donations. HSS space reimb was incorrectly listed in both 9970 (Revenue) and 5013 (Reimbursements) in 2002-03.
Total Revenue	<u>(920,738)</u>	
Fund Balance	<u>27,872</u>	

COUNTY LIBRARY

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	3	(3.0)	(149,162)	(149,162)	-
Vacant Budgeted In Recruitment - Retain	40	21.3	532,580	532,580	-
Total Vacant	43	18.3	383,418	383,418	-
Recommended Restoration of Vacant Deleted	2	2.0	87,652	87,652	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment					
<i>Librarian I</i>	75684	(1.0)	(45,900)	(45,900)	-
<i>Library Associate</i>	00445	(1.0)	(41,752)	(41,752)	-
<i>Library Program Coordinator</i>	00429	(1.0)	(61,510)	(61,510)	-
Total Slated for Deletion		(3.0)	(149,162)	(149,162)	-
Vacant Budgeted In Recruitment - Retain					
<i>Library Assistants</i>	Various	21.3	532,580	532,580	-
Total in Recruitment Retain		21.3	532,580	532,580	-

NOTE: The Department is in the process of converting Public Service Employees to Library Assistant positions in accordance with the MOU between the County and the San Bernardino Public Employees Association.

COUNTY LIBRARY

POLICY DESCRIPTION FORM

Department/Group: County Library/ ED/PSG Budget Code: SAP CLB

Title: Restoration of Vacant Positions

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The vacant Librarian I position is needed for the management, operation, and programming of the department's Learning, Information, Technology, and Education (LITE) Program. This Program provides educational activities and material to the families of children ages 0 to 5. Restoration of this position would enable the department to eliminate a Public Service Employee currently overseeing this Program on an interim basis.

The department also requests approval to restore a recently-vacant Library Associate position. This position is the appropriate classification needed to manage the newly established Serrano High School Joint-Use library. The staff member currently performing these duties is in a different classification and use of the Library Associate position would maintain the integrity of the Library's staffing plan.

Lastly, County Library seeks approval to restore a vacant Library Program Coordinator to supervise the department's Collection Services/Adult Services unit. This is a management-level position directly responsible for the ordering, tracking, processing, and distribution of all incoming Adult, Reference, Periodical, and Online Publications. The Library was in the process of conducting a recruitment for the position when concerns about State budget reductions prompted a delay in the recruitment. In the interim period prior to recruitment for this position, a lower-classification staff member has been performing the most essential duties of the position in return for special assignment compensation, but In order to ensure efficient operation of this unit and to relieve staff members of excessive demands, approval of this item is recommended.

		2003-04	Ongoing 2004-05
APPROPRIATIONS			
Salaries & Benefits (attach additional page if required)		\$ 149,162	\$ 149,162
CLASSIFICATIONS			
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>	
1.0	Librarian I	45,900	
1.0	Library Associate	41,752	
1.0	Library Program Coordinator	61,510	
Services & Supplies			
Other (specify) _____			
Equipment			
FIXED ASSETS			
<u>Item</u>	<u>Amount</u>		
_____	_____		
_____	_____		
_____	_____		
Reimbursements (specify) _____			
Total:		\$ 149,162	\$ 149,162
REVENUE (specify source)			
Property Taxes		103,262	103,262
Grant Funds		45,900	45,900
Total:		\$ 149,162	\$ 149,162
LOCAL COST		\$ 0	\$ 0

COUNTY LIBRARY

6-4-9a

[illegible]

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Library (SAP CLB)
 PREPARED BY: Rick Erickson
 PHONE #: 387 5725

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0216(b)(9) Computer printing fee	None	\$0.10/page	\$0.10	None	290,000	290,000	None	29,000.00	29,000.00
16.0216(a)(1)(A) Overdue fines - Adult materials	\$0.25/day/item	\$0.50/day/item	\$0.25	900,000	720,000	(180,000)	225,000.00	360,000.00	135,000.00
16.0216(a)(1)(B) Overdue fines - Children's materials	\$0.10/day/item	\$0.25/day/item	\$0.15	1,080,000	725,000	(355,000)	108,000.00	181,250.00	73,250.00
16.0216(a)(2) Overdue fines - Video cassettes/DVDs	\$1.00/day/item	\$1.50/day/item	\$0.50	96,000	71,833	(24,167)	96,000.00	107,750.00	11,750.00
TOTAL THIS PAGE				2,076,000	1,806,833	(269,167)	429,000.00	678,000.00	249,000.00
GRAND TOTAL (All Page A's)									

6-4-9b

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY MUSEUM
DIRECTOR: ROBERT MCKERNAN

	2003-04				
	Appropriation	Revenue	Local Cost	Rev Over (Under) Appr	Staffing
County Museum	3,711,941	2,099,089	1,612,852		52.5
UltraScreen Theatre	-	-		-	-
Museum Store	147,448	148,400		952	2.1
TOTAL	3,859,389	2,247,489	1,612,852	952	54.6

BUDGET UNIT: COUNTY MUSEUM (AAA CCM)

I. GENERAL PROGRAM STATEMENT

The Museum provides cultural and educational programs and activities at the main facility in Redlands and seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (Rains House), Daggett Stone Hotel, Asistencia Mission in Redlands, Mousley Museum of Natural History in Yucaipa, Yorba-Slaughter Adobe in Chino, and Yucaipa Adobe. These activities involve preservation of collections, display of permanent and special exhibitions, and care for historical sites depicting the history and culture of San Bernardino County. Museum programs promote learning and awareness through community outreach, partnerships with educational institutions, and research that enhances both the collections and educational services. Permanent and loaned collections are preserved for the benefit of the public and for the scientific community. The Museum has several divisions including Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. The Biological Science division performs short and long-term field studies involving the flora and fauna in the southwestern United States. The Geological Sciences division conducts research including geologic mapping and paleontologic assessments for excavation and mitigation of fossil specimens. The revenue received for research by these two divisions subsidizes a portion of Museum activities.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	5,227,425	4,540,213	4,081,604	3,711,941
Total Revenue	2,319,560	3,145,487	2,602,985	2,099,089
Local Cost	2,907,865	1,394,726	1,478,619	1,612,852
Budgeted Staffing		77.7		52.5
<u>Workload Indicators</u>				
Total Attendance	108,909	78,900	84,945	70,000
Collected Lots, Objects, & Specimens	1,200,000	1,200,000	1,204,000	1,210,000
Research Revenue	1,836,246	2,694,200	2,041,374	1,648,500

The estimated 2002-03 revenue shortfall of \$542,502 is partly attributed to a \$234,657 budgeted Bureau of Reclamation contract for Southwestern Willow Flycatcher field studies that was not awarded to the County. In addition, other budgeted revenue not realized included anticipated projects for The Wildlands Conservancy of \$200,000 and the Santa Ana Water Authority of \$215,000. These reductions are partially offset by unanticipated research revenue from a project for Nevada Power. As a result of research work being less than expected, the Department was able to achieve a savings in salaries & benefits, services & supplies, and other expenditures totaling approximately \$459,000.

The workload indicators reflect a projected decrease in Museum attendance from 2001-02 based on impacts from the declining economic conditions and reductions in the number of outside exhibits presented at the County Museum.

COUNTY MUSEUM

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the defunding of 0.5 Security Officer as part of the 4% Spend Down Plan. In addition, staffing is reduced by 24.7 budgeted positions. This decrease is the result of a revenue shortfall associated with fewer research projects anticipated in 2003-04. The staffing reductions include 16.0 unclassified research positions, 5.2 education positions, 1.0 associate curator, 1.0 secretary, and 1.5 historic site managers. These staffing deletions involve the layoff of one regular status position and five non-regular status positions (unclassified positions, contract employees, and/or probationary employees). The remaining 18.7 positions to be deleted are already vacant.

PROGRAM CHANGES

The 2003-04 budget is based on a reduction in revenue previously generated through the Bureau of Reclamation's Southwestern Willow Flycatcher and Metropolitan Water District research projects. This loss of revenue has required the Department to decrease its staff by 24.7 positions, as described above.

The Museum's budget reflects a reorganization within the Education Division that will emphasize school programs, exploration station, gallery interpretation, exhibit development, and the volunteer program. Public programming and outreach will be available on a limited schedule.

Traveling exhibits presented at the County Museum in the past will be discontinued in the future, as staff shifts the focus from leased exhibits to development of special exhibits using Museum collections. Currently there is an exhibit reserved for the summer of 2003, but after that time there would be no other leased traveling exhibits. Staff would develop special exhibits in house utilizing the museum's collections.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Staff proposes a \$2.00 increase in admission rates to offset increased salary and operating expenses. Admission fees were established beginning July 2, 1993 to boost operating revenue for the County Museum. On July 1, 1997 the Board approved a \$1.00 increase in general admission fees, with no adverse affect on attendance. Due to increased costs of doing business, and based on recent market research that supports proposed fee levels, staff now recommends a \$2.00 across-the-board increase in admission rates. To avoid further staffing reductions, the Department has prepared a budget that reflects extensive reductions in services and supplies. If the Board approves this fee increase, additional revenues estimated at \$122,500 would be generated annually to restore a portion of these budget cuts. Specifically, the department would use this additional revenue to reinstate critical reductions in marketing of \$80,000, facilities and grounds maintenance of \$32,500, and custodial services of \$10,000.

The department also proposes to increase its Paleontologic record research fee by \$50/hour (from \$100/hour to \$150/hour). The revised fee amount would be consistent with market rates and is necessary to offset the Museum's increased costs of providing this service. Additional revenue to be generated annually from this increase would be \$10,000. This revenue would be used to restore budget cuts in maintenance of buildings and grounds.

Lastly, staff proposes to add language to establish a fee for custom photographic prints in order to provide this service to archive patrons. Currently, there is no provision in the fee ordinance to accommodate requests for custom and oversized prints as desired. The fee amount would be based on the market price charged by vendors providing the service. This fee would not generate any revenue for the Museum since the public will be charged only market prices with no additional overhead.

GROUP: Economic Development/Public Services
 DEPARTMENT: County Museum
 FUND: General AAA CCM

FUNCTION: Cultural Services
 ACTIVITY: Museums

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	2,908,979	3,240,578	262,463	-	3,503,041
Services and Supplies	1,096,223	1,257,722	(39,183)	-	1,218,539
Central Computer	36,194	34,577	(5,154)	-	29,423
Equipment	16,064	9,800	-	-	9,800
Transfers	24,716	22,536	-	-	22,536
Total Exp Authority	4,082,176	4,565,213	218,126	-	4,783,339
Reimbursements	(572)	(25,000)	-	-	(25,000)
Total Appropriation	4,081,604	4,540,213	218,126	-	4,758,339
<u>Revenue</u>					
Use of Money & Prop	44,733	41,200	-	-	41,200
Current Services	2,360,971	2,876,875	-	-	2,876,875
State, Fed or Gov't Aid	5,025	4,000	-	-	4,000
Other Revenue	192,256	223,412	-	-	223,412
Total Revenue	2,602,985	3,145,487	-	-	3,145,487
Operating Transfer In	-	-	-	-	-
Total Financing Sources	2,602,985	3,145,487	-	-	3,145,487
Local Cost	1,478,619	1,394,726	218,126	-	1,612,852
Budgeted Staffing		77.7	(0.5)	-	77.2

GROUP: Economic Development/Public Services
DEPARTMENT: County Museum
FUND: General AAA CCM

FUNCTION: Cultural Services
ACTIVITY: Museums

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	3,503,041	(795,811)	2,707,230	-	2,707,230	-	2,707,230
Services and Supplies	1,218,539	(264,257)	954,282	-	954,282	-	954,282
Central Computer	29,423	-	29,423	-	29,423	-	29,423
Equipment	9,800	-	9,800	-	9,800	-	9,800
Transfers	22,536	13,670	36,206	-	36,206	-	36,206
Total Exp Authority	4,783,339	(1,046,398)	3,736,941	-	3,736,941	-	3,736,941
Reimbursements	<u>(25,000)</u>	<u>-</u>	<u>(25,000)</u>	<u>-</u>	<u>(25,000)</u>	<u>-</u>	<u>(25,000)</u>
Total Appropriation	4,758,339	(1,046,398)	3,711,941	-	3,711,941	-	3,711,941
<u>Revenue</u>							
Use of Money & Prop	41,200	15,350	56,550	-	56,550	-	56,550
Current Services	2,876,875	(999,175)	1,877,700	-	1,877,700	-	1,877,700
State, Fed or Gov't Aid	4,000	-	4,000	-	4,000	-	4,000
Other Revenue	<u>223,412</u>	<u>(77,573)</u>	<u>145,839</u>	<u>-</u>	<u>145,839</u>	<u>-</u>	<u>145,839</u>
Total Revenue	3,145,487	(1,061,398)	2,084,089	-	2,084,089	-	2,084,089
Operating Transfer In	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>	<u>15,000</u>	<u>-</u>	<u>15,000</u>
Total Financing Sources	3,145,487	(1,046,398)	2,099,089	-	2,099,089	-	2,099,089
Local Cost	1,612,852	-	1,612,852	-	1,612,852	-	1,612,852
Budgeted Staffing	77.2	(24.7)	52.5		52.5		52.5

COUNTY MUSEUM

Base Year Adjustments

Salaries and Benefits	92,075	MOU.
	149,992	Retirement.
	28,214	Risk Management Worker's Comp.
	(7,818)	Defund vacant 0.5 Security Officer as part of the 4% Spend Down Plan.
	<u>262,463</u>	
Services and Supplies	11,121	Risk Management Liabilities.
	(2,333)	Incremental change in EHAP.
	(47,971)	Various services and supplies have been decreased as part of the 4% Spend Down Plan.
	<u>(39,183)</u>	
Central Computer	<u>(5,154)</u>	
Total Appropriation	<u>218,126</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>218,126</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>(795,811)</u>	Savings related to the reduction of 24.7 budgeted positions due to a decrease in research revenue.
Services and Supplies	(68,585)	Decrease in expenses related to reduction in research projects. Includes operating expenses, motor pool charges, rent expense, hotel stays, utilities, communication charges, and travel.
	(122,500)	Decreases in marketing, maintenance and custodial services resulting from less research revenue anticipated in 2003-04.
	(22,600)	Decrease in inventorable equipment resulting from less research revenue anticipated in 2003-04.
	(56,000)	Decrease in operating expenses formerly allocated for Getty Grant.
	(18,460)	Decrease in operating expenses for education division, related to reorganization.
	(15,100)	Reduction in purchase of computer equipment.
	(13,089)	GASB 34 Accounting Change (EHAP).
	17,150	Increase in postage expenditures.
	10,177	Planned expenditures for AmeriCorps members through the City of Redlands.
	<u>24,750</u>	Refurbishment for permanent exhibit galleries.
	<u>(264,257)</u>	
Transfers	<u>13,670</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(1,046,398)</u>	
Revenue		
Use of Money & Prop	<u>15,350</u>	Increase in use of money and property due to facility rentals and Death Valley exhibit.
	(1,008,343)	Decrease in revenue for research projects.
	(9,670)	Decrease in admissions revenue projected.
	<u>18,838</u>	Increase in revenue related to education programs.
	<u>(999,175)</u>	
Current Services	33,500	Increase in cultural resource management services and research.
	(75,000)	Getty Grant forecast reduction.
	(22,750)	SCAQMD project completed.
	(15,000)	Contribution from Museum Store reclassified to other financing sources.
	<u>1,677</u>	Net increase in various other revenue accounts.
Other Revenue	<u>(77,573)</u>	
Other Financing Sources	<u>15,000</u>	Contribution from Museum Store now classified in this category.
Total Revenue	<u>(1,046,398)</u>	
Local Cost	<u>-</u>	

FEE ADJUSTMENT SUMMARY

DEPARTMENT: County Museum (AAA CCM)
 PREPARED BY: Claudia Crees
 PHONE # 798-1679

COUNTY MUSEUM

6-5-5a

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Custom Photography Prints	N/A	Market price, vendor's charge	Market price, vendor's charge	New provision, replaces "additional prints"	Reduced customer service
Slides - 35mm	\$4.00	N/A	(\$4.00)	Delete unused provision	None, not in use.
Paleontologic Record Searches	\$100.00	\$150.00	\$50.00	Necessary to be consistent with market rates.	Lost revenue opportunity
Adult Admission	\$4.00	\$6.00	\$2.00	Increase in admission to offset increased salary and operating expenses. Incremental increase based on recent market research. Last increase 7/1/97.	Without this increase, critical reductions in marketing, facilities and grounds maintenance, and custodial services would be implemented.
Senior Admission	\$3.00	\$5.00	\$2.00	Same as above.	Same as above.
Military Admission	\$3.00	\$5.00	\$2.00	Same as above.	Same as above.
Student Admission	\$3.00	\$5.00	\$2.00	Same as above.	Same as above.
Child Admission	\$2.00	\$4.00	\$2.00	Same as above.	Same as above.
School Group Admission	\$1.00	\$3.00	\$2.00	Same as above.	Same as above.
Chaperone Admission	\$2.50	\$4.50	\$2.00	Same as above.	Same as above.
Annual Museum Family Pass	\$35.00	\$45.00	\$10.00	Align with proposed change in admission fees.	Single admission rates would apply.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: County Museum (AAA CCM)
 PREPARED BY: Claudia Crees
 PHONE #: 798-1679

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 1

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0218 (k) (4) Printing of Historic Photographs	N/A	Market Price	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00
16.0218 (k) (6) Slides - 35mm	\$4.00	N/A	(\$4.00)	0	0	0	\$0.00	\$0.00	\$0.00
16.0218 (a) (5) (A) Paleontologic record research	\$100.00	\$150.00	\$50.00	200	200	0	\$20,000.00	\$30,000.00	\$10,000.00
16.0218 (l) (1) Museum Admission	\$4.00	\$6.00	\$2.00	14,484	19,475	4,991	\$57,936.00	\$116,850.00	\$58,914.00
16.0218 (l) (2) Museum Admission	\$3.00	\$5.00	\$2.00	3,611	4,517	906	\$10,833.00	\$22,585.00	\$11,752.00
16.0218 (l) (3) Museum Admission	\$3.00	\$5.00	\$2.00	276	276	0	\$828.00	\$1,380.00	\$552.00
16.0218 (l) (4) Museum Admission	\$3.00	\$5.00	\$2.00	2,400	2,259	(141)	\$7,200.00	\$11,295.00	\$4,095.00
16.0218 (l) (5) Museum Admission	\$2.00	\$4.00	\$2.00	6,977	6,763	(214)	\$13,954.00	\$27,052.00	\$13,098.00
16.0218 (l) (6) Museum Admission	\$1.00	\$3.00	\$2.00	20,961	16,768	(4,193)	\$20,961.00	\$50,304.00	\$29,343.00
	\$2.50	\$4.50	\$2.00	4,315	3,452	(863)	\$10,787.50	\$15,534.00	\$4,746.50
16.0218 (l) (11) Museum Admission	\$35.00	\$45.00	\$10.00	0	0	0	\$0.00	\$0.00	\$0.00
TOTAL THIS PAGE			\$70.00			486			\$132,500.50
GRAND TOTAL (All Page A's)			\$70.00			486			\$132,500.50

6-5-5b

COUNTY MUSEUM

BUDGET UNIT: ULTRASCREEN THEATRE (EML CCR)

I. GENERAL PROGRAM STATEMENT

The UltraScreen Theatre, which was the county's large screen facility located at the Ontario Mills Mall, was sold to the Ontario Mills Corporation in December of 1999. Also, the debt the county incurred to finance the Theatre was retired in November of 2000. However, this budget unit remained active to account for the cost of storing the projection equipment. The county sold the equipment in July 2002; consequently, this budget unit has now been closed out.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	6,062	4,000	2,340	-
Total Revenue	23,593	7,000	121,400	-
Revenue Over(Under) Exp	17,531	3,000	119,060	-

The 2002-03 estimated revenues exceed budget by \$114,400 due to proceeds in the amount of \$112,000 from sale of the Theatre's projection equipment.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
 DEPARTMENT: County Museum - Ultra Screen Theatre
 FUND: Enterprise EML CCR

FUNCTION: Cultural Services
 ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services & Supplies	2,340	4,000	-	-	4,000
Depreciation	-	-	-	-	-
Total Operating Expense	2,340	4,000	-	-	4,000
<u>Revenue</u>					
Use of Money & Prop	9,400	7,000	-	-	7,000
Other Revenue	112,000	-	-	-	-
Total Revenue	121,400	7,000	-	-	7,000
Revenue Over/(Under) Exp	119,060	3,000	-	-	3,000

GROUP: Economic Development/Public Services
 DEPARTMENT: County Museum - Ultra Screen Theatre
 FUND: Enterprise EML CCR

FUNCTION: Cultural Services
 ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F		G+H		I + J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
Appropriation							
Services & Supplies	4,000	(4,000)	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-
Total Operating Expense	4,000	(4,000)	-	-	-	-	-
Revenue							
Use of Money & Prop	7,000	(7,000)	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
Total Revenue	7,000	(7,000)	-	-	-	-	-
Revenue Over(Under) Exp	3,000	(3,000)	-	-	-	-	-

Recommended Program Funded Adjustments

Services and Supplies	<u>(4,000)</u>	Close out budget unit.
Total Operating Expense	<u>(4,000)</u>	
Revenue	<u>(7,000)</u>	Close out budget unit.
Revenue Over(Under) Exp	<u>(3,000)</u>	

COUNTY MUSEUM

BUDGET UNIT: MUSEUM STORE (EMM CCR)

I. GENERAL PROGRAM STATEMENT

The Museum Store operates as an enterprise fund under the management of the San Bernardino County Museum. The Store is considered an integral part of the visitor experience and provides many items for sale including books and publications, educational toys, thematic novelty items for exhibitions, jewelry, minerals, and souvenirs. The store supports Museum operations and makes an annual financial contribution to the Museum.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	217,085	154,789	162,722	147,448
Total Revenue	225,740	159,000	167,751	148,400
Revenue Over(Under) Exp	8,655	4,211	5,029	952
Budgeted Staffing		2.3		2.1
<u>Workload Indicators</u>				
Purchases for resale	96,213	55,000	65,133	46,380
Taxable sales	194,165	159,000	167,751	148,400

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The store is decreasing 0.2 budgeted staff to reflect minimum staffing levels that correlate to an anticipated decrease in sales based on projected attendance for 2003-04.

PROGRAM CHANGES

Changes in programming, with a shift away from traveling exhibits toward the development of in-house special exhibits, along with the declining economy, will result in an estimated decrease in attendance and related decrease in taxable sales.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: County Museum - Museum Store
FUND: Enterprise EMM CCR

FUNCTION: Cultural Services
ACTIVITY: Cultural Services

COUNTY MUSEUM

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries & Benefits	82,589	80,262	6,929	-	87,191
Services & Supplies	65,133	69,527	(6,929)	-	62,598
Other Charges	15,000	5,000	-	-	5,000
Transfers	-	-	-	-	-
Total Operating Expense	162,722	154,789	-	-	154,789
<u>Revenue</u>					
Other Revenue	<u>167,751</u>	<u>159,000</u>	<u>-</u>	<u>-</u>	<u>159,000</u>
Total Revenue	167,751	159,000	-	-	159,000
Revenue Over/(Under) Exp	5,029	4,211	-	-	4,211
Budgeted Staffing		2.3		-	2.3

GROUP: Economic Development/Public Services
DEPARTMENT: County Museum - Museum Store
FUND: Enterprise EMM CCR

FUNCTION: Cultural Services
ACTIVITY: Cultural Services

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries & Benefits	87,191	(1,521)	85,670	-	85,670	-	85,670
Services & Supplies	62,598	(16,218)	46,380	-	46,380	-	46,380
Other Charges	5,000	(5,000)	-	-	-	-	-
Transfers	-	15,398	15,398	-	15,398	-	15,398
Total Operating Expense	154,789	(7,341)	147,448	-	147,448	-	147,448
<u>Revenue</u>							
Other Revenue	159,000	(10,600)	148,400	-	148,400	-	148,400
Total Revenue	159,000	(10,600)	148,400	-	148,400	-	148,400
Revenue Over/(Under) Exp	4,211	(3,259)	952	-	952	-	952
Budgeted Staffing	2.3	(0.2)	2.1	-	2.1	-	2.1

Base Year Adjustments

Salaries and Benefits	2,328 MOU.
	4,493 Retirement.
	108 Risk Management Worker's Comp.
	<u>6,929</u>
Services and Supplies	<u>(6,929)</u> Reduction necessary to offset increased salaries and benefits costs.
Subtotal Base Year Operating Expense	<u>-</u>
Subtotal Base Year Revenue	<u>-</u>
Subtotal Base Year Rev Over/(Under)	<u>-</u>

COUNTY MUSEUM

Recommended Program Funded Adjustments		
Salaries and Benefits	<u>(1,521)</u>	Savings related to the reduction of 0.2 budgeted position due to a decrease in sales.
Services and Supplies	(15,000)	Decrease in purchase for resale.
	(1,200)	Decrease in printing expenditures.
	<u>(18)</u>	Net decrease in various expense accounts.
	<u>(16,218)</u>	
Other Charges	<u>(5,000)</u>	Museum contribution for 2002-03 is reclassified to transfers.
Transfers	15,398	EHAP Charges (\$398); reclassification of Museum contribution from other charges (\$5,000) plus increase in contribution to Museum (\$10,000).
Total Operating Expense	<u>(7,341)</u>	
Total Revenue	<u>(10,600)</u>	Decrease in taxable sales due to programming changes.
Revenue Over/(Under) Exp	<u>(3,259)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: ECONOMIC AND COMMUNITY DEVELOPMENT
DIRECTOR: THOMAS R. LAURIN

2003-04

	<u>Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Fund Balance</u>	<u>Staffing</u>
ECD Consolidated	66,916,771	45,630,828		21,285,943	61.0
Economic Promotion	780,751	-	780,751		2.0
Small Business Dev	200,107	40,000	160,107		4.0
TOTAL	67,897,629	45,670,828	940,858	21,285,943	67.0

BUDGET UNIT: ECONOMIC AND COMMUNITY DEVELOPMENT
CONSOLIDATED (SAR, SAS, SAT, SAU, SAV, SBA,
SBC, SBD, SBE, SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ,
SDK, SDR)

I. GENERAL PROGRAM STATEMENT

Economic and Community Development is responsible for applying for and administering federal, state, and local grant funds allocated to the County of San Bernardino for housing, economic, and community development programs. Federal funds comprise a large percentage of the total monies included in the department's budget through Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), Home Investment Partnership Grant (HOME), the Neighborhood Initiative Grant (NI), and the Economic Development Initiative Program (EDI) Grant.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Department Request 2003-04</u>
Total Appropriation	23,021,281	56,888,676	25,778,338	66,916,771
Total Revenue	27,223,213	41,540,670	31,716,275	45,630,828
Fund Balance		15,348,006		21,285,943
Budgeted Staffing		61.0		61.0

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. Most of ECD's revenue is from federally funded grants that are for longer than one year, thus revenue is under realized for each individual fiscal year, but totally realized over the period of the grants. The unexpended and unrealized amounts in 2002-03 have been carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

This budget remains at 61.0 budgeted staffing. An ECD Analyst II 1.0 budgeted staffing has been added to handle the additional workload due to the increase in funding and subsequent increase in Community Development Block Grant projects, this increase is offset by the deletion of 1.0 Educational Specialist due to workload reduction in the HOME section.

PROGRAM CHANGES

None.

ECONOMIC AND COMMUNITY DEVELOPMENT

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 3.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>2.0</u>	Retain
Total Vacant	3.0	

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1, which would restore the department's request of 1.0 vacant Clerk II position for the HOME program. This restoration is being recommended because this position is needed to process HOME loan applications and is funded by federal HOME program funds.

CAO Rec	Policy Item	Program	Budgeted Staff	Program Description
x	1	HOME Program	1.0 \$32,002 Revenue Supported	The HOME Program uses federal grant funds to assist first time home buyers, offer rental assistance, acquire and rehabilitate or construct housing for low to moderate income families. The Clerk II process Home Ownership Assistance Program requests.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Service
DEPARTMENT: Economic and Community Development

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

FUND: Consolidated Special Revenue
(SAR, SAS, SAT, SAU, SAV, SBA, SBC, SBD, SBE,
SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ, SDK, SDR)

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	3,277,071	3,530,594	298,187	-	3,828,781
Services and Supplies	970,013	1,564,483	10,354	-	1,574,837
Grants/Direct Projects	19,101,878	48,281,576	-	-	48,281,576
Central Computer	29,854	51,187	(16,938)	-	34,249
Transfers	<u>3,971,394</u>	<u>4,235,923</u>	<u>-</u>	<u>-</u>	<u>4,235,923</u>
Total Exp Authority	27,350,210	57,663,763	291,603	-	57,955,366
Reimbursements	(1,695,120)	(3,436,155)	-	-	(3,436,155)
Total Appropriation	25,655,090	54,227,608	291,603	-	54,519,211
Operating Transfer Out	<u>123,248</u>	<u>2,661,068</u>	<u>-</u>	<u>-</u>	<u>2,661,068</u>
Total Requirements	25,778,338	56,888,676	291,603	-	57,180,279
<u>Revenue</u>					
Fines & Forfeitures	1,107	1,500	-	-	1,500
Taxes	12,498	31,983	-	-	31,983
Use of Money & Prop	798,050	629,099	-	-	629,099
State, Fed or Gov't Aid	19,300,515	33,586,270	291,603	-	33,877,873
Other Revenue	<u>11,604,105</u>	<u>7,291,818</u>	<u>-</u>	<u>-</u>	<u>7,291,818</u>
Total Revenue	31,716,275	41,540,670	291,603	-	41,832,273
Fund Balance		15,348,006	-	-	15,348,006
Budgeted Staffing		61.0	-	-	61.0

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development
FUND: Consolidated Special Revenue
(SAR, SAS, SAT, SAU, SAV, SBA, SBC, SBD, SBE
SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ, SDK, SDR)

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	3,828,781	69,281	3,898,062	(32,002)	3,866,060	32,002	3,898,062
Services and Supplies	1,574,837	891,505	2,466,342	-	2,466,342	-	2,466,342
Grants/Direct Projects	48,281,576	8,346,844	56,628,420	-	56,628,420	-	56,628,420
Central Computer	34,249	-	34,249	-	34,249	-	34,249
Transfers	<u>4,235,923</u>	<u>1,717,034</u>	<u>5,952,957</u>	-	<u>5,952,957</u>	-	<u>5,952,957</u>
Total Exp Authority	57,955,366	11,024,664	68,980,030	(32,002)	68,948,028	32,002	68,980,030
Reimbursements	<u>(3,436,155)</u>	<u>1,160,588</u>	<u>(2,275,567)</u>	-	<u>(2,275,567)</u>	-	<u>(2,275,567)</u>
Total Appropriation	54,519,211	12,185,252	66,704,463	(32,002)	66,672,461	32,002	66,704,463
Operating Transfer Out	<u>2,661,068</u>	<u>(2,448,760)</u>	<u>212,308</u>	-	<u>212,308</u>	-	<u>212,308</u>
Total Requirements	57,180,279	9,736,492	66,916,771	(32,002)	66,884,769	32,002	66,916,771
Revenue							
Fines & Forfeitures	1,500	-	1,500	-	1,500	-	1,500
Taxes	31,983	(31,983)	-	-	-	-	-
Use of Money & Prop	629,099	207,501	836,600	-	836,600	-	836,600
State, Fed or Gov't Aid	33,877,873	1,516,710	35,394,583	(32,002)	35,362,581	32,002	35,394,583
Other Revenue	<u>7,291,818</u>	<u>2,106,327</u>	<u>9,398,145</u>	-	<u>9,398,145</u>	-	<u>9,398,145</u>
Total Revenue	41,832,273	3,798,555	45,630,828	(32,002)	45,598,826	32,002	45,630,828
Fund Balance	15,348,006	5,937,937	21,285,943	-	21,285,943	-	21,285,943
Budgeted Staffing	61.0	-	61.0	(1.0)	60.0	1.0	61.0

ECONOMIC AND COMMUNITY DEVELOPMENT

	Base Year Adjustments	
Salaries and Benefits	189,936	Retirement.
	108,251	MOU.
	298,187	
Services and Supplies	11,115	Risk Management Liabilities.
	(761)	Incremental Change in EHAP.
	10,354	
Central Computer	(16,938)	
Total Appropriation	291,603	
Total Revenue	291,603	Increase in revenue to cover base year adjustments.
Fund Balance	-	

ECONOMIC AND COMMUNITY DEVELOPMENT

Recommended Program Funded Adjustments		
Salaries and Benefits	<u>69,281</u>	Increase due to step increases and benefit changes.
Services and Supplies	46,080	Increase in ISD charges.
	(22,078)	Decrease in communication charges.
	256,116	Increase due to settlement payoff (SDJ).
	141,412	Increase in COWCAP charges.
	146,000	Increase for providing additional services due to increased funding (SBA).
	256,116	Increase in fund balance due to High Country Density Housing Settlements (SDJ).
	75,000	Increase in micro loan program professional services due to expense history (SBW).
	(10,576)	GASB 34 Accounting Change (EHAP).
	<u>3,435</u>	Increase in miscellaneous costs.
	<u>891,505</u>	
Grants/Direct Projects	230,522	Increase for providing additional services due to increased funding (SDK).
	(140,433)	Decrease in HOME Program projects due to fund limit (SAS).
	(94,172)	Decrease in Section 108 program projects (SBE).
	742,267	Increase in business expansion loans (SBR).
	6,216,532	Increase in Neighborhood Initiative Program (NIP) grant expenditures for acquisition and rehab of homes (SAR).
	867,384	Increase in small business revolving loans (SBW)
	2,212,755	Increase in CDBG projects due to grant increase and fund reallocations from SBT (SBA).
	(1,632,552)	Decrease in acquisition and rehab loans due to fund allocation trans. (SBT).
	(77,000)	Decrease in Economic Development Initiative (EDI) grant projects due to current year expenditure history (SCS).
	<u>21,541</u>	Increase in miscellaneous costs.
	<u>8,346,844</u>	
Transfers	1,706,458	Moved from operating transfers due to accounting change of object codes.
	<u>10,576</u>	GASB 34 Accounting Change (EHAP).
	<u>1,717,034</u>	
Operating Transfers	(1,706,458)	Moved to transfers due to accounting changes of object codes.
	<u>(742,302)</u>	Decrease in costs allocated to ECD programs.
	<u>(2,448,760)</u>	
Reimbursements	950,636	Reduction of reimbursement for salaries allocated to ECD programs based on actuals.
	209,952	Reduction of reimbursement for services and supplies allocated to ECD programs and county departments based on actuals.
	<u>1,160,588</u>	
Total Appropriation	<u>9,736,492</u>	
Revenue		
Taxes	<u>(31,983)</u>	Reduction of special assessment tax receipts for current and prior years.
Use of Money & Prop	<u>207,501</u>	Increase interest from business expansion loans and Section 108 loans (SBR, SBE).
State, Fed or Gov't Aid	1,705,000	Increase in funds from CDBG (SBA).
	(1,133,058)	Decrease in HOME funds (SAS).
	820,313	Increase in CDBG administration funding based on actuals (SAU).
	964,802	Increase in miscellaneous project funding.
	(40,347)	Decrease in miscellaneous revenues.
	<u>(800,000)</u>	Decrease in available revolving loan funds (SAV).
	<u>1,516,710</u>	
Other Revenue	1,000,000	Increase in NIP revenue from sales of HUD houses (SAR).
	275,000	Increase in revenue based upon actuals (SBW).
	300,000	Increase in CDBG revolving loans revenue (SAV).
	160,000	Increase in CDBG project income (SBA).
	250,000	Increase in CDBG revenue (SAU).
	100,000	Increase in CDBG housing acquisition revenue (SBT).
	<u>21,327</u>	Increase in miscellaneous revenues.
	<u>2,106,327</u>	
Total Revenue	<u>3,798,555</u>	
Fund Balance	<u>5,937,937</u>	

ECONOMIC AND COMMUNITY DEVELOPMENT

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	1	1.0	32,002	32,002	-
Vacant Budgeted In Recruitment - Retain	2	2.0	110,581	110,581	-
Total Vacant	3	3.0	142,583	142,583	-
Recommended Restoration of Vacant Deleted	1	1.0	32,002	32,002	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
--	-----------------	-------------------	---------------------------	---------	------------

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

	-	-	-	-
	-	-	-	-
Subtotal Recommended - Delete	-	-	-	-

<i>Clerk II</i>	7434	(1.0)	(32,002)	(32,002)	-
Subtotal Recommended - Retain		(1.0)	(32,002)	(32,002)	-
Total Slated for Deletion		(1.0)	(32,002)	(32,002)	-

Vacant Budgeted In Recruitment - Retain

<i>Real Estate Specialist</i>	8202	1.0	51,663	51,663	-
<i>ECD Analyst II</i>	LY301118	1.0	58,918	58,918	-
Total in Recruitment Retain		2.0	110,581	110,581	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented. If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

ECONOMIC AND COMMUNITY DEVELOPMENT

POLICY DESCRIPTION FORM

Department/Group: Economic & Community Dev/ED/PSG Budget Code: SAU ECD
 Title: Restoration of Vacant Position

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

This position is necessary due to the increase in HOME (Home Investment Partnerships Act) funds over the next three years. This position will process Homeownership Assistance Program (HAP) requests, and with the increase in HOME funding HAP loans will increase. This position will allow the timely processing of the requests and all necessary documents that need to be processed for the HOME Program and handle the increased workload due to additional funding. This position is fully funded by federal HOME funds.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 32,002	\$ 34,000

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Clerk II	32,002

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount

Reimbursements (specify) _____

Total: \$ 32,002 \$ 34,000

REVENUE (specify source)		
Federal HOME Program funds	32,002	34,000

Total: \$ 32,002 \$ 34,000

LOCAL COST \$ 0 \$ 0

ECONOMIC AND COMMUNITY DEVELOPMENT

6-6-8a

[illegible]

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Economic & Community Development Economic & Community Developme
 PREPARED BY: Thomas Anderson Thomas Anderson
 PHONE #: 388-0843

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change in Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change in Fee Revenue (H)-(G)
16.0210 (d) Industrial Directory	\$50.00	\$0.00	(\$50.00)	0	0	0	\$0.00		\$0.00
TOTAL THIS PAGE			(\$50.00)			0			\$0.00
GRAND TOTAL (All Page A's)			(\$50.00)			0			\$0.00

6-6-8b

ECONOMIC AND COMMUNITY DEVELOPMENT

BUDGET UNIT: ECONOMIC PROMOTION (AAA ECD)

I. GENERAL PROGRAM STATEMENT

The Department of Economic and Community Development administers an economic promotion program, which includes distribution of Transient Occupancy Tax funds for marketing and promotional activities within the county, administers the Agua Mansa Enterprise Zone, manages sponsorships of regional economic councils and helps support the Quad State Joint Powers Authority.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,662,168	926,263	919,146	780,751
Total Revenue	845,164	68,000	67,773	-
Local Cost	817,004	858,263	851,373	780,751
Budgeted Staffing		2.0		2.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENT

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Eliminate \$50.00 fee for Industrial Directory. Directory is over three years old and out of date.

GROUP: Economic Development/Public Services
 DEPARTMENT: Economic and Community Development - Promotion
 FUND: General AAA ECD

FUNCTION: Public Assistance
 ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	151,569	153,272	13,316	-	166,588
Services and Supplies	912,042	640,691	(51,138)	-	589,553
Transfers	<u>132,300</u>	<u>132,300</u>	<u>(39,690)</u>	<u>-</u>	<u>92,610</u>
Total Exp Authority	1,195,911	926,263	(77,512)	-	848,751
Reimbursements	<u>(276,765)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriation	919,146	926,263	(77,512)	-	848,751
<u>Revenue</u>					
State, Fed or Gov't Aid	<u>67,773</u>	<u>68,000</u>	<u>-</u>	<u>-</u>	<u>68,000</u>
Total Revenue	67,773	68,000	-	-	68,000
Local Cost	851,373	858,263	(77,512)	-	780,751
Budgeted Staffing		2.0			2.0

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development - Promotion
FUND: General AAA ECD

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	166,588	(1,235)	165,353	-	165,353	-	165,353
Services and Supplies	589,553	(67,112)	522,441	-	522,441	-	522,441
Transfers	<u>92,610</u>	<u>347</u>	<u>92,957</u>	<u>-</u>	<u>92,957</u>	<u>-</u>	<u>92,957</u>
Total Expen Authority	848,751	(68,000)	780,751	-	780,751	-	780,751
Reimbursements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Oper Expense	848,751	(68,000)	780,751	-	780,751	-	780,751
<u>Revenue</u>							
State, Fed or Gov't Aid	<u>68,000</u>	<u>(68,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	68,000	(68,000)	-	-	-	-	-
Local Cost	780,751	-	780,751	-	780,751	-	780,751
Budgeted Staffing	2.0		2.0		2.0		2.0

ECONOMIC AND COMMUNITY DEVELOPMENT

Base Year Adjustments		
Salaries and Benefits	4,425	MOU.
	8,679	Retirement.
	212	Risk Management Worker's Comp.
	<u>13,316</u>	
Services and Supplies	(22)	Risk Management Liabilities.
	(2,241)	Reduction in CEDS part of approved 30% cost reduction plan.
	(14,500)	Reduction in special dept. expense, part of approved 30% cost reduction plan.
	(44)	Incremental Change in EHAP.
	<u>(34,331)</u>	4% Spend Down Plan.
	<u>(51,138)</u>	
Transfers	<u>(39,690)</u>	Reduction in ED/PSG Admin cost, part of 30% Cost Reduction Plan.
Base Year Appropriation	<u>(77,512)</u>	
Base Year Revenue	<u>-</u>	
Base Year Local Cost	<u>(77,512)</u>	

Recommended Program Funded Adjustments		
Salaries & Benefits	<u>(1,235)</u>	Decrease due to employee opting out of health benefits.
Services and Supplies	(27,312)	Decrease in Travel and Mileage due to loss of revenue.
	(5,100)	Reduction in Special Dept. Expense due to loss of revenue.
	(16,600)	Reduction in Communication charges due to loss of revenue.
	(17,753)	Reduction of other Misc. Supplies due to loss of revenue.
	<u>(347)</u>	GASB 34 Accounting Change (EHAP).
	<u>(67,112)</u>	
Transfers	<u>347</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(68,000)</u>	
Revenue	<u>(68,000)</u>	Not receiving state grant in 2003-04.
Total Revenue	<u>(68,000)</u>	
Local Cost	<u>-</u>	

ECONOMIC AND COMMUNITY DEVELOPMENT

BUDGET UNIT: SMALL BUSINESS DEVELOPMENT (AAA SBD)

I. GENERAL PROGRAM STATEMENT

The Office of Small Business Development (OSBD) promotes training and education programs through countywide seminars and workshops it sponsors. These workshops focus on contracting and purchasing opportunities available to small business owners in the county. It also maintains a directory of local small business vendors available to the 42 county departments and prime contractors, assuring consideration and access to ongoing bid requests and contracts throughout the county. In addition to these duties, OSBD assists in the validation of U.S. Department of Transportation Disadvantaged Business Enterprises (DBE) requirements for the county.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	304,529	228,956	225,257	200,107
Total Revenue	118,951	40,000	40,000	40,000
Local Cost	185,578	188,956	185,257	160,107
Budgeted Staffing		4.0		4.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development - Small Business
FUND: Gneeral AAA SBD

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	299,310	302,393	24,887	-	327,280
Services and Supplies	66,335	63,033	(17,783)	-	45,250
Central Computer	130	130	2,307	-	2,437
Transfers	-	-	-	-	-
Total Exp Authority	365,775	365,556	9,411	-	374,967
Reimbursements	<u>(140,518)</u>	<u>(136,600)</u>	<u>(38,260)</u>	<u>-</u>	<u>(174,860)</u>
Total Appropriation	225,257	228,956	(28,849)	-	200,107
<u>Revenue</u>					
State, Fed or Gov't Aid	<u>40,000</u>	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>40,000</u>
Total Revenue	40,000	40,000	-	-	40,000
Local Cost	185,257	188,956	(28,849)	-	160,107
Budgeted Staffing		4.0			4.0

6-6-14

ECONOMIC AND COMMUNITY DEVELOPMENT

GROUP: Economic Development/Public Services
DEPARTMENT: Economic and Community Development - Small Business
FUND: General AAA SBD

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	327,280	(4,957)	322,323	-	322,323	-	322,323
Services and Supplies	45,250	4,154	49,404	-	49,404	-	49,404
Central Computer	2,437	-	2,437	-	2,437	-	2,437
Transfers	-	22,803	22,803	-	22,803	-	22,803
Total Expen Authority	374,967	22,000	396,967	-	396,967	-	396,967
Reimbursements	(174,860)	(22,000)	(196,860)	-	(196,860)	-	(196,860)
Total Appropriation	200,107	-	200,107	-	200,107	-	200,107
<u>Revenue</u>							
State, Fed or Gov't Aid	40,000	-	40,000	-	40,000	-	40,000
Total Revenue	40,000	-	40,000	-	40,000	-	40,000
Local Cost	160,107	-	160,107	-	160,107	-	160,107
Budgeted Staffing	4.0		4.0		4.0		4.0

ECONOMIC AND COMMUNITY DEVELOPMENT

Base Year Adjustments

Salaries and Benefits	8,390	MOU.
	16,108	Retirement.
	<u>389</u>	Risk Management Worker's Comp.
	<u>24,887</u>	
Services and Supplies	(520)	Risk Management Liabilities.
	(284)	Incremental Change in EHAP.
	(9,421)	Part of approved 30% cost reduction plan.
	<u>(7,558)</u>	4% spend down plan.
	<u>(17,783)</u>	
Central Computer	<u>2,307</u>	
Transfers	<u>-</u>	
Reimbursements	(38,260)	Increase in CDBG approved projects (as part of 30% cost reduction plan).
	<u>(38,260)</u>	
Base Year Appropriation	<u>(28,849)</u>	
Base Year Revenue	<u>-</u>	
Base Year Local Cost	<u>(28,849)</u>	

Recommended Program Funded Adjustments

Salaries & Benefits	<u>(4,957)</u>	Decrease due to rate change in budgeted position.
Services and Supplies	(693)	GASB 34 Accounting Change (EHAP).
	<u>4,847</u>	Increase in various Services and Supplies.
	<u>4,154</u>	
Transfers	22,110	Rent charge from JESD.
	<u>693</u>	GASB 34 Accounting Change (EHAP).
	<u>22,803</u>	
Reimbursements	(7,000)	Increase in reimbursement from Airports for DBE.
	<u>(15,000)</u>	Increase in reimbursement from Transportation Dept. for DBE.
	<u>(22,000)</u>	
Total Appropriation	<u>-</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>-</u>	

OVERVIEW OF BUDGET

DEPARTMENT: JOBS AND EMPLOYMENT SERVICES
DIRECTOR: BARBARA HALSEY, INTERIM DIRECTOR
BUDGET UNIT: SAC JOB

I. GENERAL PROGRAM STATEMENT

In 2002-03 the Jobs and Employment Services Department (JESD) was responsible for administration and operation of employment programs funded through the Workforce Investment Act Program (WIA) and the CalWORKs – Employment Services Program. The department receives funding from the Department of Labor (DOL) for programs operated under the WIA, and from the County's Human Service System (HSS) for the provision of services under the CalWORKS Program. On March 11, 2003, the Board Of Supervisors approved a structural reorganization of JESD with the transition of the CalWORKs Division from JESD into the Transitional Assistance Department (TAD). Also approved as part of the transition, the Board also approved a Memorandum of Understanding between HSS and JESD, providing reimbursement of staffing costs to JESD for staff performing Job Development and Job Placement functions in support of the CalWORKS Program. This action was effective February 25, 2003. This mid-year change is reflected in Column D of the "Analysis of 2003-04 Budget".

There are three primary funding streams under the Workforce Investment Act: Title I Adult funding, Dislocated Worker funding, and Youth Services funding. The primary mission of the Workforce Investment Act is to enhance the employment opportunities available for county residents by providing universal access to career/employment information, vocational skills training to increase the employability of customers, and placement services. All programs funded under this DOL funding source are performance based programs with specific goals related to the number of individuals assisted, placed, and retained in employment, as well as the amount of earnings gain achieved by customers completing training programs and obtaining employment.

All programs operated under the WIA are subject to the administrative oversight of the Workforce Investment Board. This Board consists of representatives from the Public and Private sector who have been appointed to serve by the Board of Supervisors. Programs implemented with WIA funding are carried out under contractual agreements with public/private schools, community-based organizations, and other government agencies.

WIA Services are made available to the public at 10 locations throughout San Bernardino County. The 10 locations make up the San Bernardino County One-Stop System. The JESD One-Stop Offices are known as the Employment Resource Centers (ERC's) of San Bernardino County. Four full service ERC's are located in Ontario, Victorville, Redlands, and San Bernardino. Satellite Centers are located in Hesperia, Fontana, Yucca Valley (Copper Mountain College), and San Bernardino Valley College. Administrative offices and an Employment Center are located in Colton, and the final site is a Business Resource Center located in Hesperia.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	21,271,610	20,697,693	19,466,114	17,020,579
Total Revenue	22,485,644	20,678,428	19,485,379	16,982,049
Fund Balance		19,265		38,530
Budgeted Staffing		133.0		141.0
<u>Workload Indicators</u>				
General Public*	27,035	26,439	25,539	28,093
Customers Receiving Services	6,523	5,561	5,372	4,566
Number of Participants Served	33,558 **	32,000	30,911	32,659

* Self service customers seeking available employment information.

** Corrected

The 2003-04 budgeted number of Customers Receiving Services is projected to decrease due to the decrease in funding levels.

JOBS AND EMPLOYMENT SERVICES

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Mid-year staffing changes show a net increase of 28.0 budgeted positions as a result of the structural reorganization of JESD.

Recommended program funded staffing changes show a net reduction of 20.0 budgeted positions. As part of the reorganization process and the development of the 2003-04 budget, JESD evaluated every position in its department. The result of this evaluation is the recommendation to delete 22.0 budgeted positions that were no longer needed and add 1.0 budgeted position for a long term contract employee assigned to the Workforce Investment Board that has not previously been budgeted. In addition, 1.0 Staff Analyst II budgeted position transferred from ED/PSG to assist with administering of WIA programs.

PROGRAM CHANGES

None.

OTHER CHANGES

Funding Decreases: As a result of federal and state budgetary constraints 2002-03 funding was decreased by 1.2 million dollars. These constraints are anticipated to continue into 2003-04 and have a greater effect on funding. Therefore, for 2003-04 funding is projected to decrease approximately 4.2 million dollars.

IV. VACANT POSITION IMPACT

The department had a total of 1.0 vacant budgeted position. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	1.0	

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.0 vacant Employment Services Manager position for JESD. This restoration is being recommended because this position is necessary for the Job Development and Job Placement programs, and is fully funded by Federal Workforce Investment Act funds. In addition, this position was vacant due to a temporary assignment.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	JESD-Job Placement and Job Development	1.0 \$66,497 Revenue Supported	The Employment Services Manager enhances the employment opportunities available by providing information, vocational skill training, and placement services.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Jobs and Employment Services
FUND: Special Revenue SAC JOB

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

JOBS AND EMPLOYMENT SERVICES

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	5,241,550	6,150,063	521,014	1,496,036	8,167,113
Services and Supplies	1,671,608	1,489,604	3,897	178,375	1,671,876
Central Computer	94,676	79,873	(10,141)	-	69,732
Other Charges	11,359,444	11,222,177	-	150,000	11,372,177
Equipment	26,274	30,000	-	-	30,000
Transfers	<u>1,653,160</u>	<u>1,850,842</u>	<u>-</u>	<u>-</u>	<u>1,850,842</u>
Total Exp Authority	20,046,712	20,822,559	514,770	1,824,411	23,161,740
Reimbursements	<u>(580,598)</u>	<u>(124,866)</u>	<u>-</u>	<u>(2,000,000)</u>	<u>(2,124,866)</u>
Total Appropriation	19,466,114	20,697,693	514,770	(175,589)	21,036,874
<u>Revenue</u>					
State, Fed or Gov't Aid	19,485,379	20,678,428	514,770	(175,589)	21,017,609
Other	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	19,485,379	20,678,428	514,770	(175,589)	21,017,609
Fund Balance		19,265	-	-	19,265
Budgeted Staffing		133.0	-	28.0	161.0

GROUP: Economic Development/Public Services
DEPARTMENT: Jobs and Employment Services
FUND: Special Revenue SAC JOB

FUNCTION: Public Assistance
ACTIVITY: Other Assistance

JOB AND EMPLOYMENT SERVICES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	8,167,113	(887,838)	7,279,275	(66,497)	7,212,778	66,497	7,279,275
Services and Supplies	1,671,876	(83,591)	1,588,285	-	1,588,285	-	1,588,285
Central Computer	69,732	38,888	108,620	-	108,620	-	108,620
Other Charges	11,372,177	(3,409,836)	7,962,341	-	7,962,341	-	7,962,341
Equipment	30,000	-	30,000	-	30,000	-	30,000
Transfers	<u>1,850,842</u>	<u>368,022</u>	<u>2,218,864</u>	<u>-</u>	<u>2,218,864</u>	<u>-</u>	<u>2,218,864</u>
Total Exp Authority	23,161,740	(3,974,355)	19,187,385	(66,497)	19,120,888	66,497	19,187,385
Reimbursements	<u>(2,124,866)</u>	<u>(41,940)</u>	<u>(2,166,806)</u>	<u>-</u>	<u>(2,166,806)</u>	<u>-</u>	<u>(2,166,806)</u>
Total Appropriation	21,036,874	(4,016,295)	17,020,579	(66,497)	16,954,082	66,497	17,020,579
Revenue							
State, Fed or Gov't Aid	21,017,069	(4,197,020)	16,820,049	(66,497)	16,753,552	66,497	16,820,049
Other	<u>-</u>	<u>162,000</u>	<u>162,000</u>	<u>-</u>	<u>162,000</u>	<u>-</u>	<u>162,000</u>
Total Revenue	21,017,069	(4,035,020)	16,982,049	(66,497)	16,915,552	66,497	16,982,049
Fund Balance	19,805	18,725	38,530	-	38,530	-	38,530
Budgeted Staffing	161.0	(20.0)	141.0	(1.0)	140.0	1.0	141.0

JOBS AND EMPLOYMENT SERVICES

Base Year Adjustments		
Salaries and Benefits	186,342	MOU.
	328,976	Retirement.
	5,696	Risk Management Workers Comp.
	<u>521,014</u>	
Services & Supplies	14,656	Risk Management Liabilities.
	<u>(10,759)</u>	Incremental Change in EHAP.
	<u>3,897</u>	
Central Computer	<u>(10,141)</u>	
Total Base Year Appropriation	<u>514,770</u>	
Revenue		
State, Fed or Gov't Aid	<u>514,770</u>	Reimbursements from the state to cover base year adjustments.
Total Base Year Revenue	<u>514,770</u>	
Total Base Year Fund Balance	<u>-</u>	

Mid-Year Adjustments		
Salaries and Benefits	1,671,625	Increase 30.0 budgeted staff to service MOU requirements between JESD and TAD approved by BOS on March 11, 2003. Positions include 28.0 Employment Services Specialists and 2.0 Supervising Employment Services Specialists I.
	(175,589)	Net decrease of 2.0 positions that were blended between WIA and CalWORKs duties that transferred to TAD as a result of the action taken by the BOS on March 11, 2003 to transition the CalWORKs Division of JESD to TAD.
	<u>1,496,036</u>	
Services and Supplies	<u>178,375</u>	Increase in services and supplies to cover costs of TAD MOU.
Other Charges	<u>150,000</u>	On-The-Job Training for CalWORKs clients per TAD MOU.
Reimbursements	<u>(2,000,000)</u>	Reimbursements from TAD per MOU for salaries and administrative costs.
Total Mid-Year Appropriation	<u>(175,589)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(175,589)</u>	Decrease in revenue related to a net decrease of 2.0 positions transferred to CALWORKS.
Total Mid-Year Revenue	<u>(175,589)</u>	
Total Mid-Year Fund Balance	<u>-</u>	

JOBS AND EMPLOYMENT SERVICES

Recommended Program Funded Adjustments		
Salaries and Benefits	58,920	Increase 1.0 Staff Analyst II position transferred from ED/PSG to assist management with MIS operations and federal customer reporting requirements for WIA.
	44,847	Increase 1.0 contract position for the Workforce Investment Board.
	(991,605)	Decrease a total of 22.0 positions (10.0 budgeted positions and 4.0 PSE positions used in the former JTPA Program, and 8.0 other vacant unbudgeted positions).
	<u>(887,838)</u>	
Services & Supplies	330,000	Panels, desks, phones, and other furniture for Rancho One-Stop opening.
	25,000	Additional training needed to update staff on WIA regulations and procedures to improve service to customers.
	57,040	Increase in utility costs.
	(2,873)	Projected decrease in publications.
	(47,464)	Projected decrease in purchase of non-inventoriable equipment.
	(33,816)	GASB 34 Accounting Change (EHAP).
	(50,400)	Estimated decrease in general office expense.
	(44,957)	Estimated decrease in charges for courier & printing fees.
	(20,118)	Decrease in COWCAP charges
	(101,193)	Estimated decrease in ISD fees.
	(30,700)	Projected decrease in other professional and specialized services charges.
	<u>(164,110)</u>	Decrease in misc services and supplies due to decrease in WIA funding.
	<u>(83,591)</u>	
Central Computer	<u>38,888</u>	
Other Charges	<u>(3,409,836)</u>	Decrease projected in participant services due to anticipated decrease in WIA funding.
Transfers	61,963	Increase in rent charges for Redlands One-Stop location.
	506,879	Rent charges for Rancho One-Stop and new Victorville One-Stop/Hesperia Resource Center.
	55,990	Increase in rents & leases for other locations.
	23,057	GASB 34 Accounting Change (EHAP).
	(199,663)	Decrease in transfer to ED/PSG.
	(60,000)	Decrease in HRO support for JESD.
	(7,294)	Decrease in WIA administrative oversight cost.
	<u>(12,910)</u>	Decrease in HSS administrative support cost.
	<u>368,022</u>	
Reimbursements	(8,775)	Increase in C-IV staff salary and benefits.
	<u>(33,165)</u>	Rent reimbursements from ECD and RDA for space at 2nd and D St.
	<u>(41,940)</u>	
Total Appropriation	<u>(4,016,295)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(4,197,020)</u>	Decrease in WIA reimbursements due to decrease in State funding.
Other Revenue	<u>162,000</u>	Rent reimbursements from EDD, a One-Stop partner, for Rancho One-Stop.
Total Revenue	<u>(4,035,020)</u>	
Fund Balance	<u>18,725</u>	

JOBS AND EMPLOYMENT SERVICES

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Fund Balance
Vacant Budgeted Not In Recruitment - Delete	1	1.0	66,497	66,497	-
Vacant Budgeted In Recruitment - Retain		-	-	-	-
Total Vacant	1	1.0	66,497	66,497	-
Recommended Restoration of Vacant Deleted	1	1.0	66,497	66,497	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Fund Balance
--	-----------------	-------------------	---------------------------	---------	--------------

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

Subtotal Recommended - **Delete**

- - - -

Employment Services Manager

16289

(1.0)

(66,497)

(66,497)

-

Subtotal Recommended - **Retain**

(1.0)

(66,497)

(66,497)

-

Total Slated for Deletion

(1.0)

(66,497)

(66,497)

-

Vacant Budgeted In Recruitment - **Retain**

Total in Recruitment Retain

- - - -

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

JOBS AND EMPLOYMENT SERVICES

POLICY DESCRIPTION FORM

Department/Group: Jobs and Employment Services/ ED/PSG Budget Code: SAC JOB
 Title: Restoration of Vacant Employment Services Manager Position

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

This Employment Services Manager oversees 48.0 Job Development and Job Placement staff, interacts with local employers to assist in Job Placement, and participates in the management of the department. This position is fully funded by Federal Workforce Investment Act Funds. This position was vacant on April 1, 2003 because it is on hold while the assigned employee is on a temporary assignment.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 66,497	\$ 66,497

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Employment Services Manager	66,497

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount

Reimbursements (specify) _____

Total: \$ 66,497 \$ 66,497

REVENUE (specify source)

State/Federal	66,497	66,497

Total: \$ 66,497 \$ 66,497

LOCAL COST \$ 0 \$ 0

OVERVIEW OF BUDGET

DEPARTMENT: LAND USE SERVICES
DIRECTOR: MICHAEL E. HAYS

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Administration	-	-	-		11.0
Current Planning	2,292,380	2,292,380	-		27.0
Advance Planning	3,445,459	2,142,113	1,303,346		19.0
Building and Safety	5,629,926	5,629,926	-		62.2
Code Enforcement	2,960,413	408,200	2,552,213		30.0
Fire Hazard Abatement	1,951,692	1,951,692	-		21.0
General Plan Update	2,304,375	1,000,000		1,304,375	-
Habitat Conservation	140,928	-		140,928	-
TOTAL	18,725,173	13,424,311	3,855,559	1,445,303	170.2

BUDGET UNIT: ADMINISTRATION (AAA LUS)

I. GENERAL PROGRAM STATEMENT

The Administration Division of Land Use Services provides administrative support (including centralized budgeting, personnel, and automation services) to the department's Current Planning, Advance Planning, Building and Safety, Code Enforcement and Fire Hazard Abatement divisions.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	102,152	-	-	-
Total Revenue	1,914	-	-	-
Local Cost	100,238	-	-	-
Budgeted Staffing		12.0		11.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 1.0 Clerk III based on the portion of the 30% Cost Reduction Plan implemented.

PROGRAM CHANGES

None.

OTHER CHANGES

COWCAP charges increased \$113,765 for 2003-04 which offset planned costs reductions from the 4% Spend Down Plan and 30% Cost Reduction Plan.

IV. VACANT POSITION IMPACT

The division has a total of 1.0 vacant budgeted position. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	1.0	Retain
Total Vacant	1.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Administration
FUND: General AAA LUS

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	689,043	726,550	20,740	-	747,290
Services and Supplies	634,271	638,611	(49,419)	-	589,192
Central Computer	8,442	8,442	325	-	8,767
Equipment	14,000	14,000	-	-	14,000
Transfers	102,737	103,000	(266)	-	102,734
Total Exp Authority	1,448,493	1,490,603	(28,620)	-	1,461,983
Reimbursements	(1,448,493)	(1,490,603)	28,620	-	(1,461,983)
Total Appropriation	-	-	-	-	-
Local Cost	-	-	-	-	-
Budgeted Staffing		12.0	(1.0)	-	11.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Administration
FUND: General AAA LUS

FUNCTION: Public Protection
ACTIVITY: Other Protection

LAND USE SERVICES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
	(Adjusted)						
Appropriation							
Salaries and Benefits	747,290	9,288	756,578	-	756,578	-	756,578
Services and Supplies	589,192	87,405	676,597	-	676,597	-	676,597
Central Computer	8,767	-	8,767	-	8,767	-	8,767
Equipment	14,000	-	14,000	-	14,000	-	14,000
Transfers	102,734	2,146	104,880	-	104,880	-	104,880
Total Expen Authority	1,461,983	98,839	1,560,822	-	1,560,822	-	1,560,822
Reimbursements	(1,461,983)	(98,839)	(1,560,822)	-	(1,560,822)	-	(1,560,822)
Total Appropriation	-	-	-	-	-	-	-
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing	11.0	-	11.0	-	11.0	-	11.0

LAND USE SERVICES

Base Year Adjustments		
Salaries and Benefits	12,767	MOU.
	36,459	Retirement.
	830	Risk Management Worker's Comp.
	(29,316)	Delete 1.0 Clerk III-30% Cost Reduction Plan.
	<u>20,740</u>	
Services and Supplies	581	Risk Management Liabilities.
	(25,000)	Reduction in Professional Services-4% Spend Down Plan.
	(25,000)	Reduction in Professional Services-30% Cost Reduction Plan.
	<u>(49,419)</u>	
Central Computer	<u>325</u>	
Transfers	<u>(266)</u>	Incremental change in EHAP.
Reimbursements	25,000	Decrease in reimbursements from all LUS divisions-4% Spend Down Plan.
	54,316	Decrease in reimbursements from all LUS divisions-30% Cost Reduction Plan.
	(50,696)	Increase in reimbursements from all LUS divisions based on increased operating costs.
	<u>28,620</u>	
Base Year Appropriation	<u>-</u>	
Base Year Revenue	<u>-</u>	
Base Year Local Cost	<u>-</u>	

Recommended Program Funded Adjustments		
Salaries and Benefits	<u>9,288</u>	Annual step increases.
Services and Supplies	113,765	Increase in COWCAP.
	(2,346)	GASB 34 Accounting Change (EHAP).
	<u>(24,014)</u>	Reduction in special departmental expense to reflect anticipated need.
	<u>87,405</u>	
Transfers	(200)	Decrease in PSG Administration HR & Payroll Costs.
	<u>2,346</u>	GASB 34 Accounting Change (EHAP).
	<u>2,146</u>	
Reimbursements	<u>(98,839)</u>	Increase in Reimb. from all LUS Divisions- Net of Recommended Program Adj. Increases.
	<u>(98,839)</u>	
Total Appropriation	<u>-</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>-</u>	

LAND USE SERVICES

Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	1	1.0	47,418	-	47,418
Total Vacant	1	1.0	47,418	-	47,418
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
--	------------------------	--------------------------	----------------------------------	----------------	-------------------

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

	-	-	-	-
Subtotal Recommended - Delete	-	-	-	-
	-	-	-	-
Subtotal Recommended - Retain	-	-	-	-
Total Slated for Deletion	-	-	-	-

Vacant Budgeted In Recruitment - **Retain**

<i>Automated Systems Technician</i>	76429	1.0	47,418	-	47,418
Total in Recruitment Retain		1.0	47,418	-	47,418

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

BUDGET UNIT: CURRENT PLANNING DIVISION (AAA CUR)

I. GENERAL PROGRAM STATEMENT

The Current Planning Division of Land Use Services reviews all land use applications for compliance with county codes and environmental laws, and administers short-term implementing measures for land use, housing, and community design. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances.

II. BUDGET & WORKLOAD HISTORY

	* <u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Department Request 2003-04</u>
Total Appropriation	1,499,197	2,150,272	1,918,621	2,292,380
Total Revenue	1,547,651	2,150,272	1,802,339	2,292,380
Local Cost	(48,454)	-	116,282	-
Budgeted Staffing		27.0		27.0
<u>Workload Indicators</u>				
Conditional use permit	204	200	180	220
Tentative parcel maps	24	21	50	55
Tentative tracts	12	10	10	10
Temporary special	14	15	15	15
Concurrently filed (i.e. GPA/CUP or Tentative Tract/CUP, two or more actions are requested at one time)	55	55	65	65

* This column is for informational purposes only, transferred from AAA PLN.

Local Cost is estimated to be over budget by \$116,282 reflecting cost savings and decreased revenue. The split of the AAA PLN budget into Advance (AAA ADV) and Current (AAA CUR) planning functions during 2002-03 require modification and some correction of charges. Growth in Conditional Use Permits and Tentative Parcel Maps is a reflection of the increased development activity throughout the county.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing changes include the deletion of 1.0 Planner I (Extra Help) position that is no longer necessary and an increase of 1.0 Staff Analyst I (Regular) position to assist management in tracking projects, analyzing appropriate staffing levels, and tracking actual costs for billable accounts.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The division has a total of 2.0 vacant budgeted positions. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	2.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	2.0	

LAND USE SERVICES

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 2.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 2.0 vacant positions (1.0 Planner III and 1.0 Land Use Technician) for the Land Use Services Department-Current Planning division. This restoration is being recommended because these positions are necessary for processing land use applications from the public and are fully funded by fees generated.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LUS-Current Planning	2.0 \$111,179 Revenue Supported	The Land Use Technician and the Planner III process land use applications from the public for various development activities.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Staff proposes to increase the "Minor Subdivision/Tentative Parcel Map (4 or less parcels)" from \$1,512 to \$3,465 and an increase to "Land Use Reviews" from \$815 to \$1,450 to cover increased costs and avoid general fund support. It has been 8-10 years since these fees were reviewed and adjusted. If the Board approves these fee increases the additional revenue estimated at \$120,000 will be used to increase training, update equipment, cover rising costs and ensure the division meets revenue targets.

Staff also proposes to create a new fee of \$500 for "Temporary Special Event" that applies to local/community and Non Profit sponsored events, delete an existing fee for the "Renewal of a Previously Approved Major Event", and decrease the fee charged for the "Renewal of a Minor Event" from \$375-\$100. These fee changes are recommended to clarify the amount charged for these types of events. If approved by the Board this will decrease revenue by \$1,100.

In addition the department is recommending various fee changes to clarify language and increase fees to cover increased costs. It has been 8-10 years since these fees were reviewed and adjusted. If the Board approves these fee changes, as listed in the fee schedule, the additional revenue estimated at \$28,100 will be used to increase training, update equipment, cover rising costs and ensure the division meets revenue targets.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Current Planning
FUND: General AAA CUR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,353,612	1,563,176	101,113	-	1,664,289
Services and Supplies	247,805	281,800	(1,431)	-	280,369
Central Computer	43,879	43,879	(21,757)	-	22,122
Equipment	25,000	25,000	-	-	
Transfers	<u>271,575</u>	<u>259,667</u>	<u>-</u>	<u>-</u>	<u>259,667</u>
Total Exp Authority	1,941,871	2,173,522	77,925	-	2,226,447
Reimbursements	<u>(23,250)</u>	<u>(23,250)</u>	<u>-</u>	<u>-</u>	<u>(23,250)</u>
Total Appropriation	1,918,621	2,150,272	77,925	-	2,228,197
<u>Revenue</u>					
Current Services	1,802,033	2,142,716	77,925	-	2,220,641
Other Revenue	<u>306</u>	<u>7,556</u>	<u>-</u>	<u>-</u>	<u>7,556</u>
Total Revenue	1,802,339	2,150,272	77,925	-	2,228,197
Local Cost	116,282	-	-	-	-
Budgeted Staffing		27.0			27.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Current Planning
FUND: General AAA CUR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
	(Adjusted)						
Appropriation							
Salaries and Benefits	1,664,289	59,908	1,724,197	(111,179)	1,613,018	111,179	1,724,197
Services and Supplies	280,369	4,298	284,667	-	284,667	-	284,667
Central Computer	22,122	-	22,122	-	22,122	-	22,122
Other Charges	25,000	(25,000)	-	-	-	-	-
Transfers	259,667	24,977	284,644	-	284,644	-	284,644
Total Exp Authority	2,251,447	64,183	2,315,630	(111,179)	2,204,451	111,179	2,315,630
Reimbursements	(23,250)	-	(23,250)	-	(23,250)	-	(23,250)
Total Appropriation	2,228,197	64,183	2,292,380	(111,179)	2,181,201	111,179	2,292,380
Revenue							
Current Services	2,220,641	71,739	2,292,380	(111,179)	2,181,201	111,179	2,292,380
Other Revenue	<u>7,556</u>	<u>(7,556)</u>	-	-	-	-	-
Total Revenue	2,228,197	64,183	2,292,380	(111,179)	2,181,201	111,179	2,292,380
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing	27.0		27.0	(2.0)	25.0	2.0	27.0

LAND USE SERVICES

Base Year Adjustments

Salaries and Benefits	36,004	General MOU.
	63,455	Retirement.
	1,654	Worker's Comp.
	<u>101,113</u>	
Services and Supplies	(1,067)	Risk Management Liabilities.
	(364)	Decrease in EHAP charges.
	<u>(1,431)</u>	
Central Computer	<u>(21,757)</u>	
Total Base Year Appropriation	<u>77,925</u>	
Revenue	<u>77,925</u>	Increase in revenue to cover base year adjustments.
Total Base Year Revenue	<u>77,925</u>	
Total Base Year Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(4,905)	Savings from OPT OUT program.
	10,000	Conversion of 1.0 (Extra Help) Planner I to 1.0 (Regular) Staff Analyst I.
	<u>54,813</u>	Cost of annual step increases and benefit changes related to salary increases.
	<u>59,908</u>	
Services and Supplies	13,808	Increase in COWCAP.
	(4,829)	Risk Management Liabilities moved to AAA-ADV for proper accounting of costs.
	<u>(4,681)</u>	GASB 34 Accounting Change (EHAP).
	<u>4,298</u>	
Equipment	<u>(25,000)</u>	New Vehicle will not be required in 2003-04.
Transfers	(56)	Decreased transfers to LUS-Administration.
	20,352	Increased rent for Victorville office.
	<u>4,681</u>	GASB 34 Accounting Change (EHAP).
	<u>24,977</u>	
Total Appropriation	<u>64,183</u>	
Revenue		
Current Services	<u>71,739</u>	Increase in revenue related to anticipated workload increases.
Other Revenue	<u>(7,556)</u>	Other Revenue accounted for in Current Services.
Total Revenue	<u>64,183</u>	
Local Cost	<u>-</u>	

LAND USE SERVICES

Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Vacant Budgeted Not In Recruitment - Delete	2	2.0	111,179	111,179	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	2	2.0	111,179	111,179	-
Recommended Restoration of Vacant Deleted		2.0	111,179	111,179	-

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
--	------------------------	--------------------------	----------------------------------	----------------	-------------------

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

		-	-	-	-
Subtotal Recommended - Delete		-	-	-	-
<i>Land Use Technician</i>	75596	(1.0)	(45,435)	(45,435)	-
<i>Planner III</i>	10259	(1.0)	(65,744)	(65,744)	-
Subtotal Recommended - Retain		(2.0)	(111,179)	(111,179)	-
Total Slated for Deletion		(2.0)	(111,179)	(111,179)	-

Vacant Budgeted In Recruitment - Retain

	-	-	-	-
Total in Recruitment Retain	-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

POLICY DESCRIPTION FORM

Department/Group: Land Use Services / ED-PSG Budget Code: AAA CUR
 Title: Restoration of 2.0 Vacant Budgeted Positions

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

1.0 Planner III - This position processes land use applications and is necessary to meet increasing workloads due to increased development activities throughout the County and requirements of the State and Development Code regarding timelines for application processing. This position is offset by application fee revenue and will have a direct impact on revenue generation.

1.0 Land Use Tech I - This position provides technical support to the Planning staff in land use application processing to the public, and is required to meet increasing workloads. The position is offset by application fee revenue and will have a direct impact on revenue generation.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 111,179	\$ 111,179

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Land Use Technician I	45,435
1.0	Planner III	65,744

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 111,179 \$ 111,179

REVENUE (specify source)

Current Services	111,179	111,179
_____	_____	_____
_____	_____	_____

Total: \$ 111,179 \$ 111,179

LOCAL COST \$ 0 \$ 0

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
 PREPARED BY: Ruth M. Rice
 PHONE # 387-4148

LAND USE SERVICES

					IMPACT IF NOT APPROVED
FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	
16.0215A (b) (4) (A) Certificate of Compliance: Certificate of land use compliance.	\$1,400.00	Actual Cost	N/A	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	There is no fiscal impact if this request is not approved.
16.0215A (b) (4) (B) Certificate of Compliance: Certificate of land use compliance. Initial Deposit	\$0.00	\$500.00	\$500.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels
16.0215A (j) (2) Conditional Use Permit: Preliminary determination/conditions (for conditional use permits/departments reviews)	\$790.00	\$1,240.00	\$450.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels
16.0215A (j) (6) Conditional Use Permit: Specific Plan Site Development Review	Kaiser Center Specific Plan Site Development Review - same as subsection (3), (4) and (5) above	Specific Plan Site Development Review - same as subsection (3), (4) and (5) above	N/A	Deleted "Kaiser Center" from the Title, only for language clarification, this fee is for all Specific Plan Site Development Review.	The department is utilizing this fee for all requests. Without clarification we are open to someone refusing to pay and there is no other fee item that can be used.

6-8-12a

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)

PREPARED BY: Ruth M. Rice

PHONE # 387-4148

LAND USE SERVICES

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215A (j) (5) Departmental Review - No preliminary determination filed	\$3,150.00	\$3,845.00	\$695.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels
16.0215A (k) (2) Minor subdivision / tentative parcel map (4 or less parcels)	\$1,512.00	\$3,465.00	\$1,953.00	Land Use Services Department reduced this fee in FY 2001/02 but requirements to reduce Local Cost support in FY 2003/04 and a review of all Land Use Services fees supports the recommendation that the fee be increased to the previous level.	Local cost support may be required in order to maintain current service levels
16.0215A (l) (3) Other: Landscape plans	\$250.00	\$310.00	\$60.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels
16.0215A (l) (4) (C) Other: Licensing reviews - ABC letter of convenience or necessity	\$375.00	\$800.00	\$425.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels

6-8-12b

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)

PREPARED BY: Ruth M. Rice

PHONE # 387-4148

LAND USE SERVICES

				IMPACT IF NOT APPROVED
FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE
16.0215A (I) (3) Other: Major variance	\$2,775.00	\$2,400.00	(\$375.00)	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.
16.0215A (I) (10) Other: Condition compliance check for average cost applications	\$370.00	\$525.00	\$155.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.
16.0215A (I) (12) (A) (I) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day)	Minor event (anticipated attendance of 500 to 5,000 persons per day, or a community celebration regardless of anticipated attendance over 500 persons per day) - Actual Cost	Minor event (anticipated attendance of 500 to 5,000 persons per day) - Actual Cost	N/A	This change is a language change only, removing any reference to a Local Community / Non profit organization sponsored event. The department is requesting a new fee for those specific instances. If this fee item is approved, approval of 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C), 16.0215A (I) (12) (C) (I) and 16.0215A (I) (12) (C) (II) are also required.
				Impact: The Department will be required to charge an increased rate to the Community Non Profit events.

6-8-12c

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
 PREPARED BY: Ruth M. Rice
 PHONE #: 387-4148

LAND USE SERVICES

				IMPACT IF NOT APPROVED	
FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	
16.0215A (I) (12) (A) (II) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day) - Initial deposit	Minor event (anticipated attendance of 500 to 5,000 persons per day, or a community celebration regardless of anticipated attendance over 500 persons per day) - Initial Deposit - \$375	Minor event (anticipated attendance of 500 to 5,000 persons per day) - Initial Deposit - \$375	N/A	This change is a language change only, removing any reference to a Local Community / Non profit organization sponsored event. The department is requesting a new fee for those specific instances. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (C), 16.0215A (I) (12) (C) (I) and 16.0215A (I) (12) (C) (II)are also required.	Impact: The Department will be required to charge an increased rate to the Community Non Profit events.
16.0215A (I) (12) (C) Temporary special event application review & processing - Local Community celebration sponsored by a non profit organization (regardless of anticipated attendance)	\$0.00	\$500.00	N/A	Establishes a fee specific to Local Community / Non profit organization sponsored events. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C) (I) and 16.0215A (I) (12) (C) (II)are also required.	Impact: If proposed fee is not approved the department will be required to use fee item 16.0215A (I) (12) (A) (1) at Actual Cost which currently averages over \$900 per event.
16.0215A (I) (12) (C) (I) Renewal of a previously approved Local Community Sponsored yearly event - Minor Event	\$375.00	\$100.00	(\$275.00)	Reduces the existing renewal application fee for Local Community / Non profit organization sponsored events to accurately charge for services provided. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C) and 16.0215A (I) (12) (C) (II)are also	Impact: The Department will be required to charge an increased rate to the Community Non Profit events.
16.0215A (I) (12) (C) (II) Renewal of a previously approved Local Community Sponsored yearly event - Major Event	\$1,000.00	\$0.00	(\$1,000.00)	Eliminates the existing renewal application fee for Local Community / Non profit organization sponsored events - Major event. There is no distinction between major and minor events related to Local Community / Non profit organizations. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C) and 16.0215A (I) (12) (C) (I)are also required.	Impact: The Department will be required to charge an increased rate to the Community Non Profit events.

6-8-12d

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)

PREPARED BY: Ruth M. Rice

PHONE # 387-4148

					IMPACT IF NOT APPROVED
FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	
16.0215A (n) (1) Land use review	\$815.00	\$1,450.00	\$635.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Local cost support may be required in order to maintain current service levels

LAND USE SERVICES

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
 PREPARED BY: Ruth M. Rice
 PHONE #: 909-387-4148

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A _1 of _2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change in Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change in Fee Revenue (H)-(G)
16.0215A (b) (4) (A) Certificate of Compliance: Certificate of land use compliance.	\$1,400.00	Actual Cost	N/A	2	2	0	\$2,800.00	\$2,520.00	(\$280.00)
16.0215A (b) (4) (B) Certificate of Compliance: Certificate of land use compliance. Initial Deposit	\$0.00	\$500.00	\$500.00	0	2	2	\$0.00	\$1,000.00	\$1,000.00
16.0215A (j) (2) Conditional Use Permit: Preliminary determination/conditions (for conditional use permits/department reviews)	\$790.00	\$1,240.00	\$450.00	12	12	0	\$9,480.00	\$14,880.00	\$5,400.00
16.0215A (j) (6) Conditional Use Permit: Specific Plan Site Development Review	Kaiser Center Specific Plan Site Development Review - same as subsection (3), (4) and (5) above	Specific Plan Site Development Review - same as subsection (3), (4) and (5) above	N/A	0	N/A	N/A	\$0.00	N/A	N/A
16.0215A (j) (5) Departmental Review - No preliminary determination filed	\$3,150.00	\$3,845.00	\$695.00	0	4	4	\$0.00	\$15,380.00	\$15,380.00
16.0215A (k) (2) Minor subdivision / tentative parcel map (4 or less parcels)	\$1,512.00	\$3,465.00	\$1,953.00	40	40	0	\$60,480.00	\$138,600.00	\$78,120.00
16.0215A (l) (3) Other: Landscape plans	\$250.00	\$310.00	\$60.00	4	4	0	\$1,000.00	\$1,240.00	\$240.00
TOTAL THIS PAGE				58	64	6	\$73,760.00	\$173,620.00	\$99,860.00
GRAND TOTAL (All Page A's)				169	175	6	\$165,580.00	\$308,165.00	\$142,585.00

6-8-12f

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
 PREPARED BY: Ruth M. Rice
 PHONE #: 909-387-4148

PAGE A 2 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0215A (I) (4) (C) Other: Licensing reviews - ABC letter of convenience or necessity	\$375.00	\$800.00	\$425.00	5	5	0	\$1,875.00	\$4,000.00	\$2,125.00
16.0215A (I) (3) Other: Major variance	\$2,775.00	\$2,400.00	(\$375.00)	8	8	0	\$22,200.00	\$19,200.00	(\$3,000.00)
16.0215A (I) (10) Other: Condition compliance check for average cost applications	\$370.00	\$525.00	\$155.00	18	18	0	\$6,660.00	\$9,450.00	\$2,790.00
16.0215A (I) (12) (A) (I) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day)	Actual Cost	Actual Cost	\$0.00	7	3	(4)	\$4,670.00	\$2,670.00	(\$2,000.00)
16.0215A (I) (12) (A) (II) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day) - Initial deposit	\$375.00	\$375.00	\$0.00	3	3	0	\$1,125.00	\$1,125.00	\$0.00
16.0215A (I) (12) (C) Temporary special event application review & processing - Local Community celebration sponsored by a non profit organization (regardless of anticipated attendance)	\$0.00	\$500.00	\$0.00	0	4	4	\$0.00	\$2,000.00	\$2,000.00
16.0215A (I) (12) (C) (I) Renewal of a previously approved Local Community Sponsored yearly event	\$375.00	\$100.00	(\$275.00)	4	4	0	\$1,500.00	\$400.00	(\$1,100.00)
16.0215A (I) (12) (C) (II) Renewal of a previously approved Local Community Sponsored yearly event	\$1,000.00	\$0.00	(\$1,000.00)	0	0	0	\$0.00	\$0.00	\$0.00
16.0215A (h) (1) Land use review	\$815.00	\$1,450.00	\$635.00	66	66	0	\$53,790.00	\$95,700.00	\$41,910.00
TOTAL THIS PAGE				111	111	0	\$91,820.00	\$134,545.00	\$42,725.00

6-8-12g

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
 PREPARED BY: Ruth M. Rice
 PHONE # 387-4148

LAND USE SERVICES

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0228 (e) Pre-application Conference	\$920.00	\$1,200.00	\$280.00	Planning fees have not been changed in 8-10 years. The department has performed a complete analysis and has determined, based on increased Salary & Benefits, Service & Supply costs and the time it takes to perform this function, that this change is required.	Local cost support may be required to maintain the current service levels
16.0228 (g) (3) Extensions of approved average cost applications	\$210 - Extensions of approved applications	\$240 - Extensions of approved average cost applications	\$30.00	Planning fees have not been changed in 8-10 years. The department has performed a complete analysis and has determined, based on increased Salary & Benefits, Service & Supply costs and the time it takes to perform this function, that this change is required. This also reflects a clarification of language to distinguish between those applications filed as actual cost vs. average cost jobs. If this item is approved, approval of 16.0228 (g) (4) is also required.	Local cost support may be required to maintain the current service levels
16.0228 (g) (4) Extensions of approved actual cost applications	\$0.00	Actual Cost	N/A	This establishes a new fee item for extensions on actual cost applications. This will distinguish between extensions requested on those applications filed as actual cost vs. average cost jobs. If this item is approved, approval of 16.0228 (g) (3) is also required.	Local cost support may be required to maintain the current service levels

6-8-12h

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
 PREPARED BY: Ruth M. Rice
 PHONE #: 909-387-4148

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A _1 of _1

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0228 (e) Pre-application Conference	\$920.00	\$1,200.00	\$280.00	4	4	0	\$3,680.00	\$4,800.00	\$1,120.00
16.0228 (g) (3) Extensions of approved average cost applications	\$210.00	\$240.00	\$30.00	22	16	(6)	\$4,620.00	\$3,840.00	(\$780.00)
16.0228 (g) (4) Extensions of approved actual cost applications	\$0.00	Actual Cost	N/A	0	6	6	\$0.00	\$4,100.00	\$4,100.00
TOTAL THIS PAGE				26	26	0	\$8,300.00	\$12,740.00	\$4,440.00
GRAND TOTAL (All Page A's)				26	26	0	\$8,300.00	\$12,740.00	\$4,440.00

6-8-121

LAND USE SERVICES

BUDGET UNIT: ADVANCE PLANNING DIVISION (AAA ADV)

I. GENERAL PROGRAM STATEMENT

The Advance Planning Division of Land Use Services prepares short and long-range plans for the development of the county and the conservation of its resources, including the County General Plan and various specific plans. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances. The division also will oversee the preparation of the General Plan Update, which is funded in another budget unit (RHJ LUS).

II. BUDGET & WORKLOAD HISTORY

	* Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	3,564,447	3,665,734	2,056,261	3,445,459
Total Revenue	1,137,534	1,979,710	714,333	2,142,113
Local Cost	2,426,913	1,686,024	1,341,928	1,303,346
Budgeted Staffing		19.0		19.0
<u>Workload Indicators</u>				
Environmental review	24	25	20	25
Mine inspections	63	63	63	63
Mining/Land Reclamation	25	25	25	25

* This column is for informational purposes only, transferred from AAA PLN.

Estimated revenue and appropriation are under budget due to a reduced level of Environmental Impact Report (EIR) requests, which results in reduced professional services for EIR consultants and the offsetting revenue.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The division has a total of 3.0 vacant budgeted positions. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>2.0</u>	Retain
Total Vacant	3.0	

LAND USE SERVICES

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.0 vacant GIS Technician II position for the Land Use Services Department-Advanced Planning division. This restoration is being recommended because the position is a critical component in the preparation of the General Plan Update and related activities. As such, the position, if approved, will be funded by a transfer from the General Plan Update budget unit (RHJ LUS).

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LUS-Advanced Planning	1.0 \$49,504 Local Cost	The Geographic Information Systems Technician II provides mapping, graphic and automation support for Advance Planning with the General Plan, which is a significant function during the General Plan Update process.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
 DEPARTMENT: Land Use Services - Advance Planning
 FUND: General AAA ADV

FUNCTION: Public Protection
 ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,069,841	1,218,757	81,893	-	1,300,650
Services and Supplies	830,815	2,659,210	(428,613)	-	2,230,597
Equipment	-	25,000	(25,000)	-	-
Transfers	180,605	181,767	(10,958)	-	170,809
Total Exp Authority	2,081,261	4,084,734	(382,678)	-	3,702,056
Reimbursements	(25,000)	(419,000)	-	-	(419,000)
Total Appropriation	2,056,261	3,665,734	(382,678)	-	3,283,056
<u>Revenue</u>					
Current Services	714,333	1,979,710	-	-	1,979,710
Total Revenue	714,333	1,979,710	-	-	1,979,710
Local Cost	1,341,928	1,686,024	(382,678)	-	1,303,346
Budgeted Staffing		19.0			19.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Advance Planning
FUND: General AAA ADV

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	1,300,650	46,716	1,347,366	(49,504)	1,297,862	49,504	1,347,366
Services and Supplies	2,230,597	(266,569)	1,964,028	-	1,964,028	-	1,964,028
Equipment	-	-	-	-	-	-	-
Transfers	170,809	23,580	194,389	-	194,389	-	194,389
Total Exp Authority	3,702,056	(196,273)	3,505,783	(49,504)	3,456,279	49,504	3,505,783
Reimbursements	(419,000)	358,676	(60,324)	-	(60,324)	-	(60,324)
Total Appropriation	3,283,056	162,403	3,445,459	(49,504)	3,395,955	49,504	3,445,459
<u>Revenue</u>							
Current Services	1,979,710	162,403	2,142,113	-	2,142,113	-	2,142,113
Total Revenue	1,979,710	162,403	2,142,113	-	2,142,113	-	2,142,113
Local Cost	1,303,346	-	1,303,346	(49,504)	1,253,842	49,504	1,303,346
Budgeted Staffing	19.0		19.0	(1.0)	18.0	1.0	19.0

LAND USE SERVICES

Base Year Adjustments		
Salaries and Benefits	27,773	MOU.
	52,850	Retirement.
	1,270	Risk Management Workers Comp.
	<u>81,893</u>	
Services and Supplies	(520)	Risk Management Liabilities.
	(66)	Incremental Change in EHAP.
	(64,027)	Professional Services - 4% Spend Down Plan.
	(364,000)	Professional Services - 30% Cost Reduction Plan.
	<u>(428,613)</u>	
Equipment	<u>(25,000)</u>	Vehicle Purchase - 30% Cost Reduction Plan.
Transfers	(3,414)	Transfers to LUS Administration - 4% Spend Down Plan.
	(7,544)	Transfers to LUS Administration - 30% Cost Reduction Plan.
	<u>(10,958)</u>	
Base Year Appropriation	<u>(382,678)</u>	
Base Year Revenue	<u>-</u>	
Base Year Local Cost	<u>(382,678)</u>	

Recommended Program Funded Adjustments		
Salaries and Benefits	(6,532)	Savings from OPT OUT program.
	53,248	Cost of annual step increases and benefit changes related to salary increases.
	<u>46,716</u>	
Services and Supplies	4,830	Increased Risk Mgmt Charges not included in base budget adjustment.
	(3,294)	GASB 34 Accounting Change (EHAP).
	(268,105)	Reduction in professional services for reduced costs.
	<u>(266,569)</u>	
Transfers	20,286	Increased transfers to LUS-Administration.
	3,294	GASB 34 Accounting Change (EHAP).
	<u>23,580</u>	
Reimbursements	319,000	Reduction in estimated support for General Plan Update to cover salary & benefits.
	100,000	Transfer of reimbursement from transportation fund to general plan update fund.
	(25,000)	Increase reimbursement from Flood for daily coordination of general plan.
	(35,324)	Increase reimbursement from Building & Safety for daily coordination of general plan.
	<u>358,676</u>	
Total Appropriation	<u>162,403</u>	
Total Revenue	<u>162,403</u>	Anticipated increased EIR revenue.
Local Cost	<u>-</u>	

LAND USE SERVICES

Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Vacant Budgeted Not In Recruitment - Delete	-	1.0	49,504	-	49,504
Vacant Budgeted In Recruitment - Retain	2.0	2.0	137,517	-	137,517
Total Vacant	2.0	3.0	187,021	-	187,021
Recommended Restoration of Vacant Deleted		1.0	49,504	-	49,504

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
--	------------------------	--------------------------	----------------------------------	----------------	-------------------

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

		-	-	-	-
Subtotal Recommended - Delete		-	-	-	-
		-	-	-	-
<i>GIS Tech</i>	74857	(1.0)	(49,504)	-	(49,504)
Subtotal Recommended - Retain		(1.0)	(49,504)	-	(49,504)
Total Slated for Deletion		(1.0)	(49,504)	-	(49,504)

Vacant Budgeted In Recruitment - **Retain**

<i>Planner I</i>	74859	1.0	55,182	-	55,182
<i>Planner III</i>	71055	1.0	82,335	-	82,335
Total in Recruitment Retain		2.0	137,517	-	137,517

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

POLICY DESCRIPTION FORM

Department/Group: Land Use Services / ED-PSG Budget Code: AAA ADV
 Title: Restoration of 1.0 Vacant Budgeted Position

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

This position provides overall department support in automation of graphic data using digitizing or coordinate geometry techniques; plots maps, specifying scale, size, symbols, line patterns and colors; designs and positions map legends, and executes macros to produce maps according to specifications. This position is an integral part of the work effort for the General Plan Update and provides GIS support for all planning functions within the department. Currently, LUSD has no staff that can provide the routine requirements of the department related to GIS.

This position has been vacant due to difficulties in recruitment and a decision to hold the position vacant pending budget discussions. On several occasions the department has, working with Human Resources, recruited and interviewed for this position. The last interviews were conducted in mid-December 2002, but no candidate was selected.

If approved this position will be funded by a transfer from the General Plan Update budget unit (RHJ-LUS).

	2002-03	Ongoing 2003-04
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 49,504	\$ 49,504

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	GIS Technician II	49,504

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount

Reimbursements (specify) _____

Total: \$ 49,504 \$ 49,504

REVENUE (specify source)

Total:	\$ 0	\$ 0

LOCAL COST \$ 49,504 \$ 49,504

LAND USE SERVICES

BUDGET UNIT: BUILDING AND SAFETY DIVISION (AAA BNS)

I. GENERAL PROGRAM STATEMENT

The Building and Safety Division of Land Use Services administers construction and occupancy standards to safeguard life, health and property in the interest of the general public's welfare throughout the unincorporated areas of the county. This is accomplished by applying county ordinances, state laws and inspection of construction, alteration, moving, demolition, repair, occupancy and use of buildings and structures.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Budget 2003-04
Total Appropriation	4,240,006	4,743,001	4,631,992	5,629,926
Total Revenue	4,353,311	4,654,771	4,631,992	5,629,926
Local Cost	(113,305)	88,230	-	-
Budgeted Staffing		57.2		62.2
<u>Workload Indicators</u>				
Permit applications	16,486	14,000	18,435	18,500
Inspections	41,332	44,500	45,978	46,000
Plan reviews	4,308	4,500	5,439	5,500

Budgeted workload indicators have increased based on actual 2002-03 workload within the Building & Safety Division and anticipated increases based on projects currently under review with Current Planning.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The department requested staffing changes which include adding 8.0 budgeted staff consisting of 2.0 Building Inspector III, 3.0 Building Inspector II (Regular), 2.0 Building Inspector II (Extra Help), and 1.0 Clerk II.

The CAO is recommending the increase of 5.0 budgeted staff, which include 2.0 Building Inspector III, 2.0 Building Inspector II (Extra Help), and 1.0 Clerk II. The recommended increase in staff is recommended based on actual increases in workload and anticipated new projects within the county that are in process with the Current Planning Division, and the conversion of a PSE position to a regular position. Additionally, the work that is currently being directed to outside vendors could be processed at lower rates by extra help staff when required.

The CAO is not recommending the 3.0 Building Inspector II (Regular) positions and the cost of these positions is not included in the proposed budget. The CAO is not recommending these positions because there is a question whether the projected workload indicators support the increase in positions and existing staff is currently completing the work. Based upon additional analysis the need for these additional positions may be revisited during 2003-04

The following summarizes the justification for the additional budgeted staff requested by the department and recommended by the CAO.

Building Inspector III 2.0 (Plans examiners) - In 2002-03, approximately 1039 plans (19%) were not reviewed by staff within the established service delivery standards. The established service delivery standard for plan review is ten working days for single family residential and thirty working days for non-residential. The estimated time required to complete this work within the established standards is 3,179 hours. These additional hours represent 1.9 employees. Building and Safety is requesting 2.0 Building Inspector III positions to be assigned to plan review. (Department requested; CAO Recommends).

LAND USE SERVICES

Building Inspector II 2.0 (Extra-Help) – Extra-help Building Inspector II positions will be utilized only during the periods of high inspection requests as workload indicates or when regular employees are on extended leave. While additional inspection help is available through contract services, the cost ranges from \$47.50 to \$75.00 per hour. The MOU salary ranges for extra-help Building Inspector II's currently range from \$20.05 to \$25.58 per hour. Use of extra help Building Inspector IIs will provide a significant savings over the use of private contractors. They will only be utilized when Building and Safety revenues are sufficient to cover the costs of the positions. (Department requested; CAO Recommends).

Clerk II 1.0 – This position will replace a PSE position that has been used since October 1998 at Building and Safety's public service counter in San Bernardino. This position completes land use and permit research, answers phones, and provides back-up as receptionist for the counter. This position helps assure that customers are greeted promptly, directed to needed services, and obtain required information in a timely manner. In addition this position will provide increased clerical support for the new Building and Safety Inspector III positions in plan review. In accordance with the approved MOU with the San Bernardino Public Employees Association, this position should be converted to a Clerk II regular position. (Department requested; CAO Recommends).

PROGRAM CHANGES

None.

OTHER CHANGES

San Bernardino County is projected to continue its economic growth. This can be evidenced in the overall increase of Building and Safety workload and by the increase in number of projects submitted to the Current Planning Division. The following projects are currently anticipated and will impact Building & Safety workload and revenues: Hampton Heights (422 homes, 30 senior duplexes); Citrus Plaza - Target (currently in plan review) and remaining retail area (319,417 sq. ft.); San Bernardino County Court House (portions of renovation); Catellus (commerce center consisting of 10,628,615 sq. ft. - 13.5% completed, 11.0% under construction, 15.0% approved waiting for building permits, 60.5% pending approval by Current Planning); and North American Stainless (60,000 sq. ft. warehouse).

IV. VACANT POSITION IMPACT

The division has a total of 2.2 vacant budgeted positions. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.2	Slated for Deletion
Vacant Budgeted in Recruitment	<u>1.0</u>	Retain
Total Vacant	2.2	

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 1.2 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.2 vacant positions (1.0 Building & Safety Engineer and 0.2 Building Inspector II) for the Land Use Services Department-Building and Safety division. This restoration is being recommended because the positions are necessary for processing building permits in a timely manner and are fully funded by permit fees.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LUS-Building and Safety	1.2 \$98,044 Revenue Supported	The Building & Safety Engineer and the Building Inspector II-Extra Help positions process of building permits which requires Interpretation and adherence to the requirements of the California Building Code.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
 DEPARTMENT: Land Use Services - Building and Safety
 FUND: General AAA BNS

FUNCTION: Public Protection
 ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	3,302,118	3,416,181	314,409	-	3,730,590
Services and Supplies	594,057	587,126	631	-	587,757
Central Computer	57,971	57,971	(12,868)	-	45,103
Equipment	-	-	-	-	-
Transfers	677,846	681,723	(30,203)	-	651,520
Total Appropriation	4,631,992	4,743,001	271,969	-	5,014,970
<u>Revenue</u>					
Licenses & Permits	4,470,268	4,522,741	360,199	-	4,882,940
Current Services	56,228	68,030	-	-	68,030
Other Revenue	105,496	64,000	-	-	64,000
Total Revenue	4,631,992	4,654,771	360,199	-	5,014,970
Local Cost	-	88,230	(88,230)	-	-
Budgeted Staffing		57.2	-	-	57.2

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Building and Safety
FUND: General AAA BNS

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
	(Adjusted)						
Appropriation							
Salaries and Benefits	3,730,590	291,167	4,021,757	(98,044)	3,923,713	98,044	4,021,757
Services and Supplies	587,757	156,355	744,112	-	744,112	-	744,112
Central Computer	45,103	-	45,103	-	45,103	-	45,103
Equipment	-	40,000	40,000	-	40,000	-	40,000
Transfers	651,520	127,434	778,954	-	778,954	-	778,954
Total Appropriation	5,014,970	614,956	5,629,926	(98,044)	5,531,882	98,044	5,629,926
Revenue							
Licenses & Permits	4,882,940	614,956	5,497,896	(98,044)	5,399,852	98,044	5,497,896
Current Services	68,030	-	68,030	-	68,030	-	68,030
Other Revenue	64,000	-	64,000	-	64,000	-	64,000
Total Revenue	5,014,970	614,956	5,629,926	(98,044)	5,531,882	98,044	5,629,926
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing	57.2	5.0	62.2	(1.2)	61.0	1.2	62.2

LAND USE SERVICES

Base Year Adjustments

Salaries and Benefits	94,473	MOU.
	176,162	Retirement.
	43,774	Risk Management Worker's Comp.
	<u>314,409</u>	
Services and Supplies	<u>631</u>	Risk Management Liabilities.
Central Computer	<u>(12,868)</u>	
Transfers	(1,264)	Incremental Change in EHAP.
	(3,529)	Transfers to LUS Administration - 4% Spend Down Plan.
	(25,410)	Transfers to LUS Administration - 30% Cost Reduction Plan.
	<u>(30,203)</u>	
Total Base Year Appropriation	<u>271,969</u>	
Revenue	300,908	Increased revenue to cover base year adjustments.
	59,291	Increased revenue to cover reduction of local cost as part of the 30% Cost Reduction Plan.
Total Base Year Revenue	<u>360,199</u>	
Total Base Year Local Cost	<u>(88,230)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	277,994	Increase 2.0 Building Inspector III, 2.0 Building Inspector (Extra Help) and 1.0 Clerk II.
	<u>13,173</u>	Step increases.
	<u>291,167</u>	
Services and Supplies	50,535	Increase in COWCAP charges.
	(11,181)	GASB 34 accounting change (EHAP).
	20,000	Increase in Non Inventoriable Equipment for computer replacement and purchases for new employees.
	40,000	Increase in supplies and equipment for increased costs new employees.
	22,800	Increase in mileage reimbursement for 2.0 Building Inspector II (Extra Help).
	<u>34,201</u>	Increase in vehicle charges for new employees.
	<u>156,355</u>	
Equipment	<u>40,000</u>	Purchase of 2 vehicles for new employees.
Transfers	11,181	GASB 34 accounting change (EHAP).
	67,675	Increase transfer to AAA-LUS Administration.
	<u>48,578</u>	Increase in building rent - Yucca Valley - based on Real Estate Svcs correction.
	<u>127,434</u>	
Total Appropriation	<u>614,956</u>	
Revenue		
Current Services	<u>614,956</u>	Increased revenue reflects projects in process and anticipated increased workload.
Total Revenue	<u>614,956</u>	
Local Cost	<u>-</u>	

LAND USE SERVICES

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	2	1.2	98,044	98,044	-
Vacant Budgeted In Recruitment - Retain	1	1.0	43,492	43,492	-
Total Vacant	3	2.2	141,536	141,536	-
Recommended Restoration of Vacant Deleted	2	1.2	98,044	98,044	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
--	-----------------	-------------------	---------------------------	---------	------------

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

		-	-	-	-
Subtotal Recommended - Delete		-	-	-	-
<i>Building Inspector II (Extra Help)</i>	94403	(0.2)	(10,915)	(10,915)	-
<i>Building & Safety Engineer</i>	580	(1.0)	(87,129)	(87,129)	-
Subtotal Recommended - Retain		(1.2)	(98,044)	(98,044)	-
Total Slated for Deletion		(1.2)	(98,044)	(98,044)	-

Vacant Budgeted In Recruitment - **Retain**

<i>Clerk III</i>	11831	1.0	43,492	43,492	-
		-	-	-	-
Total in Recruitment Retain		1.0	43,492	43,492	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

POLICY DESCRIPTION FORM

Department/Group: Land Use Services/ED/PSG Budget Code: AAA BNS
 Title: Restoration of 1.2 Vacant Budgeted Positions

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

1.0 Building & Safety Engineer - This position would provide the engineering expertise, review of difficult and complex plans and assist in the continuing training of the plan review staff. In addition, this position is responsible for programs for fabricators, retrofitting of un-reinforced masonry structures, approval of special inspectors and evaluating alternate methods and materials of construction. On January 15, 2002 the Board of Supervisors approved an increase to the salary range for the Building & Safety Engineer position in an attempt to draw more candidates, but it has proven to still be difficult to recruit.

0.2 Extra Help Building Inspector II - is used for peak workloads and vacation periods to provide coverage for services that would otherwise require the use of outside vendors at increased rates.

Both of these positions are fully funded by permit fees.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 98,044	\$ 98,044

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Building & Safety Engineer	87,129
0.2	Building Inspector II (Extra Help	10,915

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 98,044 \$ 98,044

REVENUE (specify source)

Permit Revenue	98,044	98,044
_____	_____	_____
_____	_____	_____

Total: \$ 98,044 \$ 98,044

LOCAL COST \$ 0 \$ 0

LAND USE SERVICES

BUDGET UNIT: CODE ENFORCEMENT DIVISION (AAA CEN)

I. GENERAL PROGRAM STATEMENT

The Code Enforcement Division of Land Use Services administers programs designed to protect the public's safety, welfare, and property through enforcement of county ordinances and state laws related to housing and property.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	2,847,328	2,803,194	2,777,394	2,960,413
Total Revenue	230,261	258,200	236,584	408,200
Local Cost	2,617,067	2,544,994	2,540,810	2,552,213
Budgeted Staffing		31.0		30.0

Workload Indicators

Code enforcement complaints	3,089	3,000	3,000	3,000
Rehab/demolitions	200	135	140	140
Permits	462	700	475	600

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 1.0 Public Service Employee as a result of the portion of the 30% Cost Reduction Plan implemented.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Staff proposes a \$10 per hour increase in Code Enforcement's hourly rate (from \$52 per hour to \$62 per hour) to cover increased administrative costs for conducting inspections, issuing certificates of compliance, title searches, and preparing job specifications. The department also proposes to increase the appeal fee from \$125 to \$1,050 for a Planning Commission appeal and to \$700 for a Board of Supervisors appeal. This fee increase is to standardize the appeal fees through all divisions of the department. All other divisions have the appeal fee set at \$1,050 for a Planning Commission appeal and \$700 for a Board of Supervisors appeal.

If the Board approves these fee increases, additional revenues estimated at \$5,085 will be restored to the budget to provide for unanticipated increases or inflationary impacts.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Code Enforcement
FUND: General AAA CEN

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,846,522	1,907,369	138,937	-	2,046,306
Services and Supplies	740,089	655,157	(4,825)	-	650,332
Central Computer	22,430	22,430	(4,502)	-	17,928
Transfers	<u>620,613</u>	<u>618,238</u>	<u>(122,391)</u>	<u>-</u>	<u>495,847</u>
Total Exp Authority	3,229,654	3,203,194	7,219	-	3,210,413
Reimbursements	<u>(452,260)</u>	<u>(400,000)</u>	<u>-</u>	<u>-</u>	<u>(400,000)</u>
Total Appropriation	2,777,394	2,803,194	7,219	-	2,810,413
<u>Revenue</u>					
Licenses & Permits	99,253	106,000	-	-	106,000
Taxes	1,429	-	-	-	-
State, Fed or Gov't Aid	-	-	-	-	-
Current Services	123,123	122,200	-	-	122,200
Other Revenue	12,779	30,000	-	-	30,000
Total Revenue	236,584	258,200	-	-	258,200
Local Cost	2,540,810	2,544,994	7,219	-	2,552,213
Budgeted Staffing		31.0	(1.0)	-	30.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Code Enforcement
FUND: General AAA CEN

FUNCTION: Public Protection
ACTIVITY: Other Protection

LAND USE SERVICES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	Vacant	I	Recommended	I+J
	Approved	Program	2003-04	Position	2003-04	Vacant	2003-04
	Base	Funded	Department	Impact	Proposed	Restoration	Recommended
	Budget	Adjustments	Request		Budget		Budget
	(Adjusted)						
Appropriation							
Salaries and Benefits	2,046,306	(4,592)	2,041,714	-	2,041,714	-	2,041,714
Services and Supplies	650,332	277,174	927,506	-	927,506	-	927,506
Central Computer	17,928	-	17,928	-	17,928	-	17,928
Transfers	495,847	97,418	593,265	-	593,265	-	593,265
Total Expen Authority	3,210,413	370,000	3,580,413	-	3,580,413	-	3,580,413
Reimbursements	(400,000)	(220,000)	(620,000)	-	(620,000)	-	(620,000)
Total Appropriation	2,810,413	150,000	2,960,413	-	2,960,413	-	2,960,413
Revenue							
Licenses & Permits	106,000	-	106,000	-	106,000	-	106,000
Taxes	-	-	-	-	-	-	-
State, Fed or Gov't Aid	-	150,000	150,000	-	150,000	-	150,000
Current Services	122,200	-	122,200	-	122,200	-	122,200
Other Revenue	30,000	-	30,000	-	30,000	-	30,000
Total Revenue	258,200	150,000	408,200	-	408,200	-	408,200
Local Cost	2,552,213	-	2,552,213	-	2,552,213	-	2,552,213
Budgeted Staffing	30.0	-	30.0	-	30.0	-	30.0

LAND USE SERVICES

Base Year Adjustments		
Salaries and Benefits	51,922	MOU.
	97,181	Retirement.
	12,353	Risk Management Workers' Comp.
	(22,519)	Reduction 1.0 Public Service Employee - 30% Cost Reduction Plan.
	<u>138,937</u>	
Services and Supplies	(3,564)	Risk Management Liability.
	(1,261)	Reduce Other Travel - 4% Spend down plan.
	<u>(4,825)</u>	
Central Computer	<u>(4,502)</u>	
Transfers	(18,057)	Reduction to LUS - Administration - 4% Spend Down Plan.
	(82,482)	Reduction to Fire Hazard Abatement - 4% Spend Down Plan.
	(21,362)	Reduction to LUS - Administration - 30% Cost Reduction Plan.
	(490)	Decrease in EHAP charges.
	<u>(122,391)</u>	
Total Base Year Appropriation	<u>7,219</u>	
Total Base Year Revenue	<u>-</u>	
Total Base Year Local Cost	<u>7,219</u>	

Recommended Program Funded Adjustments		
Salaries and Benefits	<u>(4,592)</u>	Misc salary and benefit decreases.
		Increase demo/rehab/blight abatement costs - fully offset by reimbursements from ECD.
Services and Supplies	220,000	
	(5,864)	GASB 34 Accounting Change (EHAP).
	<u>63,038</u>	Increase vehicle service charges.
	<u>277,174</u>	
Transfers	85,000	Transfer to Fire Hazard Abatement to offset Code Enforcement time.
	5,864	GASB 34 Accounting Change (EHAP).
	<u>6,554</u>	Increased transfers to LUS Administration.
	<u>97,418</u>	
Reimbursements	(220,000)	Increase demo/rehab/blight abatement costs - fully offset by reimbursements from ECD.
Total Appropriation	<u>150,000</u>	
Revenue	<u>150,000</u>	State of Calif HCD Code Enforcement Grant.
Local Cost	<u>-</u>	

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
 PREPARED BY: Ruth M. Rice
 PHONE #: 387-4148

LAND USE SERVICES

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215C (a) (4) (A) Nuisance abatement fees pursuant to section 33.0311 of this Code: Preparation of job specification	52.00/hr. \$115 minimum	62.00/hr. \$124 minimum	10.00/hr. \$9 minimum	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (a) (8) (A) (III) Appeal (See 16.0228 (a) of this Code)	\$125.00	\$1,050 - Planning Commission \$700 - Board of Supervisors	\$925 - Planning Commission \$525 - Board of Supervisors	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (a) (8) (B) (III) Appeal (See 16.0228 (a) of this Code)	\$125.00	\$1,050 - Planning Commission \$700 - Board of Supervisors	\$925 - Planning Commission \$525 - Board of Supervisors	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (a) (8) (C) (III) Appeal (See 16.0228 (a) of this Code)	\$125.00	\$1,050 - Planning Commission \$700 - Board of Supervisors	\$925 - Planning Commission \$525 - Board of Supervisors	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department.	Additional Local cost support may be required in order to maintain current service levels

6-8-30a

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
 PREPARED BY: Ruth M. Rice
 PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215C (a) (8) (E) (III) Appeal (See 16.0228 (a) of this Code)	\$125.00	\$1,050 - Planning Commission \$700 - Board of Supervisors	\$925 - Planning Commission \$525 - Board of Supervisors	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (a) (10) Certificate of land use compliance review or recordation (See 16.0215A (b) (4))	\$385.00	\$0.00	(\$385.00)	This work is processed and charged for through the Current Planning Division of Land Use Services (16.0215A (b) (4))	There is no impact if not approved, the fee is not currently being used by Code Enforcement.
16.0215C (a) (12) Certificate of compliance	52.00/hr.	62.00/hr.	10.00/hr.	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (a) (17) Special Inspection	52.00/hr.	62.00/hr.	10.00/hr.	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (b) (2) Rehabilitation Enforcement	52.00/hr.	62.00/hr.	10.00/hr.	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels

6-8-30b

LAND USE SERVICES

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
 PREPARED BY: Ruth M. Rice
 PHONE #: 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215C (c) (1) Abatement processing fee (Applied to each parcel for each notice and/or warrant issued after initial notification of non compliance)	\$92 - Abatement processing fee	\$92 - Abatement processing fee (Applied to each parcel for each notice and/or warrant issued after initial notification of non compliance)	\$0.00	Change to Title only for language clarification to allow for appropriate charge, based on an analysis of increased Salary & Benefits, Services & Supply costs and the time required to perform the functions during each step of notification / inspection process. If this fee item is approved, approval of 16.0215C (c) (3) is also required.	There is no fiscal impact if this change is not approved, it is for customer service and language clarification only.
16.0215C (c) (3) Warrant processing fee	\$92.00	\$0.00	(\$92.00)	This fee item is being deleted as a separate item and added in the change to 16.0215C (c) (1). If this fee item is approved, approval of 16.0215C (c) (1) is also required.	There is no fiscal impact if this change is not approved, it is for customer service and language clarification only.
16.0215C (c) (4) Late Abatement	\$21.00	\$0.00	(\$21.00)	This fee item is being deleted and separated into two items 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B), to provide clarification to property owners of actual charge. If this fee item is approved, approval of 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B) are also required.	There is no fiscal impact if this change is not approved, it is for customer service and language clarification only.
16.0215C (c) (4) (A) Extension requested	\$0.00	\$21.00	\$21.00	This fee item is being added to separate 16.0215C (c) (4) into two items 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B), to provide clarification to property owners of actual charge. If this fee item is approved, approval of 16.0215C (c) (4) and 16.0215C (c) (4) (B) are also required.	There is no fiscal impact if this change is not approved, it is for customer service and language clarification only.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
 PREPARED BY: Ruth M. Rice
 PHONE # 387-4148

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0215C (c) (4) (B) Late Abatement - Done By Owner after initial deadline	\$0.00	\$92.00	\$92.00	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This fee item is being added to separate 16.0215C (c) (4) into two items 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B), to provide clarification to property owners of actual charge. If this fee item is approved, approval of 16.0215C (c) (4) and 16.0215C (c) (4) (A) are also required.	Local cost support may be required in order to maintain current service levels
16.0215C (f) (2) Title search	52.00/hr. plus actual cost	62.00/hr. plus actual cost	10.00/hr.	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels
16.0215C (f) (3) Court case preparation	52.00/hr.	62.00/hr.	10.00/hr.	Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements.	Additional Local cost support may be required in order to maintain current service levels

6-8-30d

LAND USE SERVICES

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
 PREPARED BY: Ruth M. Rice
 PHONE #: 387-4148

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A _1 of _2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0215C (a) (4) (A) Nuisance abatement fees pursuant to section 33,0311 of this Code: Preparation of job specification	52.00/hr. \$115.00 minimum	62.00/hr. \$124.00 minimum	\$10.00/hr. \$9.00 minimum	5	5	0	\$3,565.00	\$3,875.00	\$310.00
16.0215C (a) (8) (A) (III) Appeal (See 16.0228 (a) of this Code)	\$125.00	1,050 or 700	925 or 525	1	1	0	\$125.00	\$1,050.00	\$925.00
16.0215C (a) (8) (B) (III) Appeal (See 16.0228 (a) of this Code)	\$125.00	1,050 or 700	925 or 525	1	1	0	\$125.00	\$1,050.00	\$925.00
16.0215C (a) (8) (C) (III) Appeal (See 16.0228 (a) of this Code)	\$125.00	1,050 or 700	925 or 525	1	1	0	\$125.00	\$1,050.00	\$925.00
16.0215C (a) (8) (E) (III) Appeal (See 16.0228 (a) of this Code)	\$125.00	1,050 or 700	925 or 525	0	0	0	\$0.00	\$0.00	\$0.00
16.0215C (a) (10) Certificate of land use compliance review or recordation	\$385.00	\$0.00	(\$385.00)	0	0	0	\$0.00	\$0.00	\$0.00
16.0215C (a) (12) Certificate of compliance	52.00/hr.	62.00/hr.	10.00/hr.	0	0	0	\$0.00	\$0.00	\$0.00
16.0215C (a) (17) Special Inspection	52.00/hr.	62.00/hr.	10.00/hr.	0	0	0	\$0.00	\$0.00	\$0.00
16.0215C (b) (2) Rehabilitation Enforcement	52.00/hr.	62.00/hr.	10.00/hr.	0	0	0	\$0.00	\$0.00	\$0.00
TOTAL THIS PAGE				8	8	0	\$3,940.00	\$7,025.00	\$3,085.00
GRAND TOTAL (All Page A's)				9,573	12,173	2,600	\$685,920.00	\$944,405.00	\$258,485.00

6-8-30e

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
 PREPARED BY: Ruth M. Rice
 PHONE #: 387-4148

PAGE A 2 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0215C (c) (1) Abatement processing fee (Applied to each parcel for each notice and/or warrant issued after initial notification of non compliance)	\$92.00	\$92.00	\$0.00	5,150	6,665	1,515	\$473,800.00	\$613,180.00	\$139,380.00
16.0215C (c) (3) Warrant processing fee	\$92.00	\$0.00	(\$92.00)	1,515	0	(1,515)	\$139,380.00	\$0.00	(\$139,380.00)
16.0215C (c) (4) Late Abatement	\$21.00	\$0.00	(\$21.00)	2,800	0	(2,800)	\$58,800.00	\$0.00	(\$58,800.00)
16.0215C (c) (4) (A) Extension requested	\$0.00	\$21.00	\$21.00	0	2,600	2,600	\$0.00	\$54,600.00	\$54,600.00
16.0215C (c) (4) (B) Late Abatement - Done By Owner after initial deadline	\$0.00	\$92.00	\$92.00	0	2,800	2,800	\$0.00	\$257,600.00	\$257,600.00
16.0215C (f) (2) Title search	52.00/hr. plus actual cost	62.00/hr. plus actual cost	10.00/hr.	100	100	0	\$10,000.00	\$12,000.00	\$2,000.00
16.0215C (f) (3) Court case preparation	52.00/hr.	62.00/hr.	10.00/hr.	0	0	0	\$0.00	\$0.00	\$0.00
TOTAL THIS PAGE				9,565	12,165	2,600	\$681,980.00	\$937,380.00	\$255,400.00

6-8-30f

LAND USE SERVICES

BUDGET UNIT: FIRE HAZARD ABATEMENT (AAA WAB)

I. GENERAL PROGRAM STATEMENT

The Code Enforcement Division enforces the County's Fire and Hazardous Trees Ordinance in the unincorporated portions of the County, as well as under contract with certain cities and fire districts. This service includes inspections, notifications to property owners and removal of hazards due to vegetation and flammable debris.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,605,437	1,872,613	1,777,078	1,951,692
Total Revenue	1,521,728	1,872,613	1,736,131	1,951,692
Local Cost	83,709	-	40,947	-
Budgeted Staffing		21.0		21.0
<u>Workload Indicators</u>				
Weed notices issued	50,477	49,500	50,000	51,500
Weed abatements	3,326	5,000	4,635	4,700
Warrants issued	1,037	1,000	1,807	1,515
D.B.O. Fee (Done by Owner)	3,056	2,800	2,014	2,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The division has a total of 1.0 vacant budgeted position. The breakdown of this position is as follows:

Vacant Budgeted Not in Recruitment	1.0	Slated for Deletion
Vacant Budgeted in Recruitment	<u>0.0</u>	
Total Vacant	1.0	

LAND USE SERVICES

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1, which would restore the department's request of 1.0 vacant Code Enforcement Field Assistant position for the Land Use Services Department-Fire Hazard Abatement division. This restoration is being recommended because the position performs abatements for public nuisance and fire hazards, including weeds and combustible trash, on private properties for fire safety and is fully funded by fees generated.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LUS-Fire Hazard Abatement	1.0 \$36,948 Revenue Supported	The Code Enforcement Field Assistant performs abatements for public nuisance and fire hazards, including weeds and combustible trash, on private properties for fire safety.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Staff proposes to rename the "late abatement fee" (\$21 per parcel) as an "extension requested fee" and also establish a new "late abatement-done by owner fee-" of \$92 per parcel. The \$92 per parcel fee would be charged when a property owner performs required abatement work after the final deadline, extended or otherwise. In these cases, staff spends a significant amount of unnecessary time arranging for the work to be performed and verifying that the work was actually completed. The amount of this fee is calculated to reimburse the division for the average cost of staff time related to these situations. Based on projected units, these fee changes will result in an additional \$253,400, which will be used to ensure the division meets its revenue targets.

Staff also proposes language changes to clarify when abatement processing fees will be applied. This language clarification will not generate any additional revenue.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Fire Hazard Abatement
FUND: General AAA WAB

FUNCTION: Public Protection
ACTIVITY: Protective Inspections

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	868,268	916,207	83,925	-	1,000,132
Services and Supplies	745,768	786,617	4,224	-	790,841
Central Computer	11,820	11,820	(1,575)	-	10,245
Equipment	20,000	20,000	-	-	20,000
Transfers	<u>221,222</u>	<u>222,969</u>	<u>(268)</u>	<u>-</u>	<u>222,701</u>
Total Exp Authority	1,867,078	1,957,613	86,306	-	2,043,919
Reimbursements	<u>(90,000)</u>	<u>(85,000)</u>	<u>-</u>	<u>-</u>	<u>(85,000)</u>
Total Appropriation	1,777,078	1,872,613	86,306	-	1,958,919
<u>Revenue</u>					
Taxes	441,593	744,621	-	-	744,621
Current Services	1,284,812	1,127,992	86,306	-	1,214,298
Other Revenue	<u>9,726</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	1,736,131	1,872,613	86,306	-	1,958,919
Local Cost	40,947	-	-	-	-
Budgeted Staffing		21.0	-	-	21.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Fire Hazard Abatement
FUND: General AAA WAB

FUNCTION: Public Protection
ACTIVITY: Protective Inspections

LAND USE SERVICES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	1,000,132	43,881	1,044,013	(36,948)	1,007,065	36,948	1,044,013
Services and Supplies	790,841	(56,518)	734,323	-	734,323	-	734,323
Central Computer	10,245	-	10,245	-	10,245	-	10,245
Equipment	20,000	(20,000)	-	-	-	-	-
Transfers	<u>222,701</u>	<u>25,410</u>	<u>248,111</u>	<u>-</u>	<u>248,111</u>	<u>-</u>	<u>248,111</u>
Total Expen Authority	2,043,919	(7,227)	2,036,692	(36,948)	1,999,744	36,948	2,036,692
Reimbursements	<u>(85,000)</u>	<u>-</u>	<u>(85,000)</u>	<u>-</u>	<u>(85,000)</u>	<u>-</u>	<u>(85,000)</u>
Total Appropriation	1,958,919	(7,227)	1,951,692	(36,948)	1,914,744	36,948	1,951,692
<u>Revenue</u>							
Taxes	744,621	(287,621)	457,000	-	457,000	-	457,000
Current Services	1,214,298	280,394	1,494,692	(36,948)	1,457,744	36,948	1,494,692
Other Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	1,958,919	(7,227)	1,951,692	(36,948)	1,914,744	36,948	1,951,692
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing	21.0	-	21.0	(1.0)	20.0	1.0	21.0

LAND USE SERVICES

Base Year Adjustments

Salaries and Benefits	25,616	MOU.
	46,339	Retirement.
	11,970	Risk Management Workers' Comp.
	<u>83,925</u>	
Services and Supplies	<u>4,224</u>	Risk Management liabilities.
Central Computer	<u>(1,575)</u>	
Transfers	<u>(268)</u>	Incremental change in EHAP.
Base Year Appropriation	<u>86,306</u>	
Base Year Revenue	<u>86,306</u>	Increased revenue to cover increased costs.
Base Year Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>43,881</u>	Step advances, promotion of 1.0 Code Enforcement Officer from Trainee to I.
Services and Supplies	(50,000)	Reduce contract services for abatement work.
	(6,249)	COWCAP.
	3,640	Increase uniform expenditures.
	(3,909)	GASB 34 accounting change (EHAP)
	<u>(56,518)</u>	
Equipment	<u>(20,000)</u>	No additional vehicles are required by this program.
Transfers	3,909	GASB 34 accounting change (EHAP).
	21,501	Transfers to LUS Administration.
	<u>25,410</u>	
Total Appropriation	<u>(7,227)</u>	
Revenue		
Taxes	(287,621)	Reclassification of revenue from taxes to current services for accounts with Central Collections.
	<u></u>	
Current Services	280,394	Reclassification of revenue from taxes to current services for accounts with Central Collections and increases based on workload.
	<u></u>	
Total Revenue	<u>(7,227)</u>	
Local Cost	<u>-</u>	

LAND USE SERVICES

Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Vacant Budgeted Not In Recruitment - Delete	1	1.0	36,948	36,948	-
Vacant Budgeted In Recruitment - Retain		-	-	-	-
Total Vacant	1	1.0	36,948	36,948	-
Recommended Restoration of Vacant Deleted	1	1.0	36,948	36,948	-

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
--	------------------------	--------------------------	----------------------------------	----------------	-------------------

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

		-	-	-	-
Subtotal Recommended - Delete		-	-	-	-
<i>Code Enforcement Field Assistant</i>	77470	(1.0)	(36,948)	(36,948)	-
Subtotal Recommended - Retain		(1.0)	(36,948)	(36,948)	-
Total Slated for Deletion		(1.0)	(36,948)	(36,948)	-

Vacant Budgeted In Recruitment - **Retain**

		-	-	-	-
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

POLICY DESCRIPTION FORM

Department/Group: Land Use Services/ED-PSG Budget Code: AAA WAB
 Title: Restoration of 1.0 Vacant Budgeted Positions

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

1.0 Code Enforcement Field Assistant - This position performs abatements for public nuisance and fire hazards, including weeds and combustible trash, on private properties for fire safety and is fully funded by fees generated.

	2002-03	Ongoing 2003-04
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 36,948	\$ 36,948

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Code Enf Field Asst	36,948

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____

Total: \$ 36,948 \$ 36,948

REVENUE (specify source)

Agriculture Services	36,948	36,948

Total: \$ 36,948 \$ 36,948

LOCAL COST \$ 0 \$ 0

LAND USE SERVICES

BUDGET UNIT: GENERAL PLAN UPDATE (RHJ LUS)

I. GENERAL PROGRAM STATEMENT

This budget unit provides a separate accounting for all expenditures and revenues related to the County's General Plan Update. The Advance Planning Division of Land Use Services prepares the County General Plan. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	1,615,336	320,000	2,304,375
Total Sources	615,336	1,000,000	1,009,039	1,000,000
Fund Balance		615,336		1,304,375

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures are typically less than budget. The amount not expended is carried over to the subsequent year's budget. Land Use Services Advance Planning Division manages this project, with completion projected during 2005-06.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION REQUEST

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - General Plan Update
FUND: Special Revenue RHJ LUS

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	-	1,296,336	-	-	1,296,336
Transfers	420,000	319,000	-	-	319,000
Total Exp Authority	420,000	1,615,336	-	-	1,615,336
Reimbursements	<u>(100,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriation	320,000	1,615,336	-	-	1,615,336
<u>Revenue</u>					
Use of Money & Prop	<u>9,039</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	9,039	-	-	-	-
Operating Transfer In	<u>1,000,000</u>	<u>1,000,000</u>	<u>-</u>	<u>-</u>	<u>1,000,000</u>
Total Sources	1,009,039	1,000,000	-	-	1,000,000
Fund Balance		615,336	-	-	615,336

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - General Plan Update
FUND: Special Revenue RHJ LUS

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
<u>Appropriation</u>							
Services and Supplies	1,296,336	1,258,039	2,554,375	-	2,554,375	-	2,554,375
Transfers	319,000	(319,000)	-	-	-	-	-
Total Expen Authority	1,615,336	939,039	2,554,375	-	2,554,375	-	2,554,375
Reimbursements	-	(250,000)	(250,000)	-	(250,000)	-	(250,000)
Total Appropriation	1,615,336	689,039	2,304,375	-	2,304,375	-	2,304,375
<u>Revenue</u>							
Use of Money & Prop	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-	-
Operating Transfer In	1,000,000	-	1,000,000	-	1,000,000	-	1,000,000
Total Sources	1,000,000	-	1,000,000	-	1,000,000	-	1,000,000
Fund Balance	615,336	689,039	1,304,375	-	1,304,375	-	1,304,375

Recommended Program Funded Adjustments

Services and Supplies	<u>1,258,039</u>	Increase appropriation for fund balance requirements.
Transfers	<u>(319,000)</u>	Delete transfers to AAA-ADV for Salary & Benefit support.
Reimbursements	<u>(250,000)</u>	Move Transportation Reimbursements for Circulation Element from AAA-ADV (\$100,000), Increase Transportation, Flood Control and RDA Contribution (\$50,000 each).
Total Appropriation	<u>689,039</u>	
Total Sources	<u>-</u>	
Fund Balance	<u>689,039</u>	

LAND USE SERVICES

BUDGET UNIT: HABITAT CONSERVATION (RHC PLN)

I. GENERAL PROGRAM STATEMENT

The Habitat Conservation Program budget was created in January 1999, in response to the January 12, 1999 Board of Supervisors action to continue work on preparation of the Multi-Species Habitat Conservation Plan for the San Bernardino Valley. The Habitat Conservation Plan is a study of endangered species located in the San Bernardino Valley that will conclude in recommendations regarding protection and mitigation of habitat to facilitate contiguous development opportunities. Land Use Services Advance Planning Division manages the project.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	(1,079,366)	260,479	1,061	140,928
Total Revenue	(462,810)	120,996	2,506	-
Fund Balance		139,483		140,928
Budgeted Staffing		1.0		-

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures are typically less than budget. The amount not expended is carried over to the subsequent year's budget. Land Use Services Advance Planning Division manages this project, which is currently on hold, while the requirements and funding sources are re-evaluated and a decision is made regarding continuing the program.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing changes consist of the reduction of 1.0 vacant Planner III due to inactivity. Any required work effort will be accomplished by existing Advance Planning staff.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Works
DEPARTMENT: Land Use Services - Habitat Conservation
FUND: Special Revenue RHC PLN

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	-	60,479	-	-	60,479
Services and Supplies	1,061	200,000	-	-	200,000
Total Appropriation	1,061	260,479	-	-	260,479
<u>Revenue</u>					
Use of Money & Prop	2,506	-	-	-	-
State, Fed or Gov't Aid	-	120,996	-	-	120,996
Other Revenue	-	-	-	-	-
Total Revenue	2,506	120,996	-	-	120,996
Fund Balance		139,483	-	-	139,483
Budgeted Staffing		1.0	-	-	1.0

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Habitat Conservation
FUND: Special Revenue RHC PLN

FUNCTION: Public Protection
ACTIVITY: Other Protection

LAND USE SERVICES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	60,479	(60,479)	-	-	-	-	-
Services and Supplies	<u>200,000</u>	<u>(59,072)</u>	<u>140,928</u>	<u>-</u>	<u>140,928</u>	<u>-</u>	<u>140,928</u>
Total Appropriation	260,479	(119,551)	140,928	-	140,928	-	140,928
<u>Revenue</u>							
Use of Money & Prop	-	-	-	-	-	-	-
State, Fed or Gov't Aid	120,996	(120,996)	-	-	-	-	-
Other Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	120,996	(120,996)	-	-	-	-	-
Fund Balance	139,483	1,445	140,928	-	140,928	-	140,928
Budgeted Staffing	1.0	(1.0)	-	-	-	-	-

Recommended Program Funded Adjustments

Salaries and Benefits	<u>(60,479)</u>	Elimination of 1.0 Planner III.
Services and Supplies	<u>(59,072)</u>	Elimination of professional services.
Total Appropriation	<u>(119,551)</u>	
Total Revenue	<u>(120,996)</u>	Elimination of revenue.
Fund Balance	<u>1,445</u>	

PUBLIC WORKS

OVERVIEW OF BUDGET

DEPARTMENT: PUBLIC WORKS
DIRECTOR: KEN A. MILLER

The Public Works Department was established on March 14, 2000 resulting from the Board of Supervisors approving a restructuring of the county's organization. This department includes divisions for Regional Parks, Transportation, Solid Waste, and the Flood Control District. The department's mission is to maintain county roads, administer special transportation projects, manage the Surveyor functions, provide recreational opportunities for the public through the use of regional parks, oversee the operation and management of the county's solid waste system, and provide flood control and related services throughout the County. The Public Works Department has responsibility for the following budget units (the Flood Control District is included in the Special Districts budget book):

2003-04						
	Appropriation/ Operating Exp	Revenue	Local Cost	Fund Balance	Rev Over/ (Under Exp)	Staffing
Regional Parks Div						
Regional Parks	6,758,286	5,803,925	954,361			117.1
County Trail System	9,289,986	9,225,000		64,986		4.0
Moabi Boat Launch Facility	948,000	1,222,000		(274,000)		-
Proposition 12 Projects	2,234,184	2,164,184		70,000		-
Proposition 40 Projects	1,000,000	1,000,000		-		-
Glen Helen Amphitheater	1,126,417	1,087,000		39,417		-
Park Maintenance /Dev	619,457	185,000		434,457		-
Calico Marketing	371,370	370,500		870		1.0
Off-Highway Veh License	87,242	25,000		62,242		-
Glen Helen Pavilion Imp	193,658	29,500		164,158		-
Park Snack Bars	71,129	76,600		-	5,471	1.3
Transportation Div						
Surveyor	3,310,588	3,310,588	-			39.4
Survey Monument	305,937	94,190		211,747		-
Road Operations	67,078,421	52,112,083		14,966,338		357.7
CalTrans Contract	148,186	298,186		(150,000)		-
Etiwanda Interchange	629,000	479,000		150,000		-
High Desert Corridor	839,300	772,225		67,075		-
Development Projects	3,760,952	779,743		2,981,209		-
Measure I Funds	21,434,383	8,793,864		12,640,519		-
Solid Waste Division						
Operations	46,513,636	45,543,580			(970,056)	74.4
Site Closure/Maint	10,806,246	10,059,246			(747,000)	-
Site Enhancement/Exp	3,806,788	8,204,667			4,397,879	-
Groundwater Remediation	3,422,934	9,283,976			5,861,042	-
Environmental Mitigation	2,003,000	2,095,595			92,595	-
TOTAL	186,759,100	163,015,652	954,361	31,429,018	8,639,931	594.9

Note: Including the Flood Control District, the total 2003-04 budget is as follows: Appropriation (\$300,316,252); Revenue (\$224,585,547); Local Cost (\$954,361); Fund Balance (\$59,225,558); and Staffing (755.0).

BUDGET UNIT: REGIONAL PARKS (AAA CCP)

I. GENERAL PROGRAM STATEMENT

The Regional Parks Division is responsible for the operation and maintenance of nine regional parks located throughout the county. These parks, which encompass approximately 9,200 acres, are as follows: Prado (Chino), Cucamonga-Guasti (Ontario), Glen Helen (San Bernardino), Mojave River Forks (Summit Valley), Mojave Narrows (Victorville), Moabi (Needles), Lake Gregory (Crestline), Yucaipa, and Calico Ghost Town (Yermo). The division also oversees the operation of 180 acres at the Big Morongo Canyon Wildlife Preserve in Morongo Valley. Together, these parks offer open space, trails, camping, swimming, fishing, picnicking, equestrian activities, playing fields, and other recreational opportunities to the public. The division sponsors special cultural, educational and promotional events through the use of park resources and contractual agreements with private, non-profit, and other public entities.

PUBLIC WORKS

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Department Request 2003-04</u>
Total Appropriation	5,817,430	6,407,943	6,385,586	6,758,286
Total Revenue	<u>5,438,542</u>	<u>5,760,448</u>	<u>5,792,435</u>	<u>5,803,925</u>
Local Cost	378,888	647,495	593,151	954,361
Budgeted Staffing		117.1		117.1
<u>Workload Indicators</u>				
Attendance (*):				
Calico Ghost Town	314,350	372,200	336,300	346,300
Moabi	289,115	330,700	318,000	331,700
Glen Helen	563,345	647,000	574,600	653,000
Mojave Narrows	78,224	89,400	82,100	86,000
Prado	286,517	280,400	277,900	281,000
Cucamonga-Guasti	148,838	164,800	159,200	160,700
Yucaipa	305,140	328,400	329,500	331,000
Lake Gregory	290,111	294,400	287,200	293,000
Mojave River Forks	<u>11,820</u>	<u>8,700</u>	<u>11,938</u>	<u>12,000</u>
Total Attendance	<u>2,287,460</u>	<u>2,516,000</u>	<u>2,376,738</u>	<u>2,494,700</u>

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

Regional Parks has a total of 10.7 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>10.7</u>	Retain
Total Vacant	10.7	

Of these 10.7 vacant budgeted positions, 8.7 are seasonal workers that are needed during the summer months.

V. OTHER POLICY ITEMS

None.

PUBLIC WORKS

VI. FEE CHANGES

Regional Parks is proposing the following fee revisions: a new discount walking entrance pass (\$25/year) at Glen Helen, Mojave Narrows, Prado, Cucamonga Guasti, Yucaipa, and Mojave River Forks for patrons who frequently utilize these parks for walking or exercising purposes; a new senior discount vehicle entrance pass (\$65/year) at Moabi, Glen Helen, Mojave Narrows, Prado, Cucamonga Guasti, Yucaipa, and Mojave River Forks; and a \$5 reduction for the rental of electric motors and batteries at Lake Gregory. The department is proposing these fee changes to encourage more customer use of the parks and its facilities. The overall financial impact is expected to be minimal.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Regional Parks
FUND: General AAA CCP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Salaries and Benefits	3,957,006	3,977,343	370,145	-	4,347,488
Services and Supplies	2,285,877	2,287,897	(57,968)	-	2,229,929
Central Computer	26,605	26,605	(5,311)	-	21,294
Transfers	<u>130,098</u>	<u>130,098</u>	<u>-</u>	<u>-</u>	<u>130,098</u>
Total Exp Authority	6,399,586	6,421,943	306,866	-	6,728,809
Reimbursements	<u>(14,000)</u>	<u>(14,000)</u>	<u>-</u>	<u>-</u>	<u>(14,000)</u>
Total Appropriation	6,385,586	6,407,943	306,866	-	6,714,809
<u>Revenue</u>					
Use of Money & Prop	1,184,900	1,134,900	-	-	1,134,900
Current Services	4,559,535	4,574,748	-	-	4,574,748
Other Revenue	<u>48,000</u>	<u>50,800</u>	<u>-</u>	<u>-</u>	<u>50,800</u>
Total Revenue	5,792,435	5,760,448	-	-	5,760,448
Local Cost	593,151	647,495	306,866	-	954,361
Budgeted Staffing		117.1	-	-	117.1

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Regional Parks
FUND: General AAA CCP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
Appropriation							
Salaries and Benefits	4,347,488	290	4,347,778	-	4,347,778	-	4,347,778
Services and Supplies	2,229,929	17,885	2,247,814	-	2,247,814	-	2,247,814
Central Computer	21,294	-	21,294	-	21,294	-	21,294
Transfers	<u>130,098</u>	<u>25,302</u>	<u>155,400</u>	-	<u>155,400</u>	-	<u>155,400</u>
Total Expen Authority	6,728,809	43,477	6,772,286	-	6,772,286	-	6,772,286
Reimbursements	<u>(14,000)</u>	-	<u>(14,000)</u>	-	<u>(14,000)</u>	-	<u>(14,000)</u>
Total Appropriation	6,714,809	43,477	6,758,286	-	6,758,286	-	6,758,286
Revenue							
Use of Money & Prop	1,134,900	45,900	1,180,800	-	1,180,800	-	1,180,800
Current Services	4,574,748	(623)	4,574,125	-	4,574,125	-	4,574,125
Other Revenue	<u>50,800</u>	<u>(1,800)</u>	<u>49,000</u>	-	<u>49,000</u>	-	<u>49,000</u>
Total Revenue	5,760,448	43,477	5,803,925	-	5,803,925	-	5,803,925
Local Cost	954,361	-	954,361	-	954,361	-	954,361
Budgeted Staffing	117.1	-	117.1	-	117.1	-	117.1

PUBLIC WORKS

Base Year Adjustments

Salaries and Benefits	119,996	MOU.
	205,658	Retirement.
	44,491	Risk Management Workers' Comp.
	<u>370,145</u>	
Services and Supplies	(25,900)	4% Spend Down Plan.
	(3,975)	Incremental change in EHAP.
	(59,377)	30% Cost Reduction Plan.
	31,284	Risk Management Liabilities.
	<u>(57,968)</u>	
Central Computer	<u>(5,311)</u>	
Total Appropriation	<u>306,866</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>306,866</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>290</u>	No change in staff. Additional amount is due to minimal increase in termination benefits.
Services and Supplies	43,187	Increases in maintenance, advertising, and vehicle charges.
	<u>(25,302)</u>	GASB 34 accounting change (EHAP).
	<u>17,885</u>	
Transfers	<u>25,302</u>	GASB 34 accounting change (EHAP).
Total Appropriation	<u>43,477</u>	
Revenue		
Use of Mny & Prop	<u>45,900</u>	Increase in concessionaire revenues primarily from Calico Regional Park.
Current Services	<u>(623)</u>	Minimal decrease from park admission, swimming, camping and fishing fees.
Other Revenue	<u>(1,800)</u>	Slight decrease from sale of fire wood and fishing licenses.
Total Revenue	<u>43,477</u>	
Local Cost	<u>-</u>	

PUBLIC WORKS

Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	96	(10.7)	(239,050)	(239,050)	-
Total Vacant	96	(10.7)	(239,050)	(239,050)	-

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
<u>Vacant Budgeted In Recruitment - Retain</u>					
<i>Park Ranger II</i>	04240	(1.0)	(46,884)	(46,884)	-
<i>Park Superintendent I</i>	07143	(1.0)	(55,593)	(55,593)	-
<i>Public Service Employees (Seasonal)</i>	Various	(8.7)	(136,573)	(136,573)	-
Total in Recruitment Retain		(10.7)	(239,050)	(239,050)	-

NOTE: Regional Parks is in the process of recruiting for a number of Public Service Employees to work this summer in a number of capacities including lifeguards, maintenance workers, snack bar attendants, and working the front gate.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Works Group - Regional Parks (AAA CCP)
 PREPARED BY: Dawn Spellman
 PHONE # 909-383-3294

FEE ADJUSTMENT SUMMARY -PAGE 1 OF 3

PUBLIC WORKS

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Section 16.0223- Regional Parks					
(b) Moabi					
(1) Entrance Fees:					
(G) Senior Discount Vehicle Annual Entrance Pass (New)	\$0.00	\$65.00	\$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(c) Glen Helen					
(1) Entrance Fees:					
(D) Senior Discount Vehicle Entrance Pass (New)	\$0.00	\$65.00	\$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(E) Discount Walking Entrance Pass (New)	\$0.00	\$25.00	\$25.00	Customer requested fee, will increase customer satisfaction	Decrease in customer satisfaction
(d) Mojave Narrows					
(1) Entrance Fees:					
(E) Senior Discount Vehicle Entrance Pass (New)	\$0.00	\$65.00	\$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(F) Discount Walking Entrance Pass (New)	\$0.00	\$25.00	\$25.00	Customer requested fee, will increase customer satisfaction	Decrease in customer satisfaction

6-9-7a

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Works Group - Regional Parks (AAA CCP)
 PREPARED BY: Dawn Spellman
 PHONE #: 909-383-3294

FEE ADJUSTMENT SUMMARY -PAGE 2 OF 3

PUBLIC WORKS

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Section 16.0223- Regional Parks					
(e) Prado					
(1) Entrance Fees:					
(D) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(E) Discount Walking Entrance Pass	\$0.00	\$25.00	\$25.00	Customer requested fee, will increase customer satisfaction	Decrease in customer satisfaction
(f) Cucamonga-Guasti					
(1) Entrance Fees:					
(D) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(E) Discount Walking Entrance Pass	\$0.00	\$25.00	\$25.00	Customer requested fee, will increase customer satisfaction	Minimal budget impact. Senior discount will not be provided if fee is approved
(g) Yucaipa					
(1) Entrance Fees:					
(D) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(E) Discount Walking Entrance Pass	\$0.00	\$25.00	\$25.00	Customer requested fee, will increase customer satisfaction	Decrease in customer satisfaction

6-9-7b

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Works Group - Regional Parks (AAA CCP)
 PREPARED BY: Dawn Spellman
 PHONE #: 909-383-3294

FEE ADJUSTMENT SUMMARY -PAGE 3 OF 3

PUBLIC WORKS

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Section 16.0223- Regional Parks					
(h) Lake Gregory					
(4) Watercraft Rental fees:					
(H) Watercraft Rental Fees: Electric motor	\$20.00	\$15.00	(\$5.00)	Lowering price will stimulate more business, increasing revenue	There is no fiscal impact if fee is not approved
(I) Watercraft Rental Fees: Battery	\$20.00	\$15.00	(\$5.00)	Lowering price will stimulate more business, increasing revenue	There is no fiscal impact if fee is not approved
(i) Mojave River Forks					
(1) Entrance Fees:					
(E) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities	Minimal budget impact. Senior discount will not be provided if fee is approved
(F) Discount Walking Entrance Pass	\$0.00	\$25.00	\$25.00	Customer requested fee, will increase customer satisfaction	Decrease in customer satisfaction

6-9-7c

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group - Regional Parks (AAA CCP)
 PREPARED BY: Dawn Spellman
 PHONE #: 909-383-321

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A _1 of _4

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
Section 16.0223- Regional Parks									
(b) Moabi									
(1) Entrance Fees:									
(G) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	0	18	18	\$0.00	\$1,170.00	\$1,170.00
(c) Glen Helen									
(1) Entrance Fees:									
(D) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	0	15	15	\$0.00	\$975.00	\$975.00
(E) Discount Walking Entrance Pass	\$0.00	\$25.00	\$25.00	0	3	3	\$0.00	\$75.00	\$75.00
TOTAL THIS PAGE			\$155.00			36			\$2,220.00
GRAND TOTAL (All Page A's)			\$595.00			257			\$8,185.00

6-9-7d

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group- Regional Parks Division (AAA CCP)
 PREPARED BY: Dawn Spellman
 PHONE #: 909-383-3294

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A _2 of _4

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
(d) Mojave Narrows									
(1) Entrance Fees:									
(E) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	0	15	15	\$0.00	\$975.00	\$975.00
(F) Discount Walking Entrance Pass	\$0.00	\$25.00	\$25.00	0	5	5	\$0.00	\$125.00	\$125.00
(e) Prado									
(1) Entrance Fees:									
(D) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	0	20	20	\$0.00	\$1,300.00	\$1,300.00
(E) Discount Walking Entrance Pass	\$0.00	\$25.00	\$25.00	0	8	8	\$0.00	\$200.00	\$200.00
TOTAL THIS PAGE			\$180.00			48			\$2,600.00

6-9-7e

PUBLIC WORKS

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group- Regional Parks Division (AAA CCP)
 PREPARED BY: Dawn Spellman
 PHONE #: 909-383-3294

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A _3 of _4

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change in Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change in Fee Revenue (H)-(G)
(f) Cucamonga-Guasti									
(1) Entrance Fees:									
(D) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	0	20	20	\$0.00	\$1,300.00	\$1,300.00
(E) Discount Walking Entrance Pass	\$0.00	\$25.00	\$25.00	0	5	5	\$0.00	\$125.00	\$125.00
(g) Yucaipa									
(1) Entrance Fees:									
(D) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	0	30	30	\$0.00	\$1,950.00	\$1,950.00
(E) Discount Walking Entrance Pass	\$0.00	\$25.00	\$25.00	0	10	10	\$0.00	\$250.00	\$250.00
TOTAL THIS PAGE			\$180.00			65			\$3,625.00

6-9-7f

PUBLIC WORKS

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT:
PREPARED BY:
PHONE #

Public Works Group- Regional Parks Division (AAA CCP)
Dawn Spellman
909-383-3294

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A _ 4 of _ 4

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
(h) Lake Gregory									
(4) Watercraft Rental fees:									
(H) Watercraft Rental Fees: Electric motor	\$20.00	\$15.00	(\$5.00)	200	250	50	\$4,000.00	\$3,750.00	(\$250.00)
(I) Watercraft Rental Fees: Battery	\$20.00	\$15.00	(\$5.00)	200	250	50	\$4,000.00	\$3,750.00	(\$250.00)
(i) Mojave River Forks									
(1) Entrance Fees:									
(E) Senior Discount Vehicle Entrance Pass	\$0.00	\$65.00	\$65.00	0	1	1	\$0.00	\$65.00	\$65.00
(F) Discount Walking Entrance Pass	\$0.00	\$25.00	\$25.00	0	7	7	\$0.00	\$175.00	\$175.00
TOTAL THIS PAGE			\$80.00			108			(\$260.00)

6-9-79

PUBLIC WORKS

PUBLIC WORKS

BUDGET UNIT: COUNTY TRAIL SYSTEM (RTS CCP)

I. GENERAL PROGRAM STATEMENT

On October 6, 1998, the Board of Supervisors approved County Policy #08-16 regarding the development of a county trail system. Under this policy, the Board designated Regional Parks to act as the lead agency for overseeing the development and maintenance of riding (non-motorized) and hiking trails within San Bernardino County. This separate budget unit was established to account for activity related to the trail system independently from other park operations.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	739,461	6,339,243	1,042,251	9,289,986
Total Revenue	535,522	5,541,665	309,659	9,225,000
Fund Balance		797,578		64,986
Budgeted Staffing		4.0		4.0

Estimated appropriation for 2002-03 is approximately \$5.3 million less than budget primarily due to development of the Santa Ana River Trail (Phase II and III) not initiating as projected. The projects have been delayed due to permitting issues with the BNSF Railroad. These appropriations have been carried over to 2003-04 when development is now expected to commence. These portions of the trail are financed through grants from SANBAG. The grant funds are obtained on a reimbursable basis. Thus, the department will receive these funds after the trail improvements have commenced.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The 2003-04 budget includes appropriations for development of Phase II (La Cadena Dr. to Waterman Ave.) and Phase III (Waterman Ave. to Alabama St.) of the Santa Ana River Trail, as well as for the following new projects: Santa Ana River Parkway Improvements (\$3.3 million), Wilson Creek Trail (\$65,000), and the Cooley Ranch Landfill Brownfields Project (\$150,000).

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - County Trail System
FUND: Special Revenue RTS CCP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	219,731	201,392	18,057	-	219,449
Services and Supplies	1,000,000	6,308,966	-	-	6,308,966
Transfers	-	-	-	-	-
Total Exp Authority	1,219,731	6,510,358	18,057	-	6,528,415
Reimbursements	<u>(177,480)</u>	<u>(171,115)</u>	<u>-</u>	<u>-</u>	<u>(171,115)</u>
Total Appropriation	1,042,251	6,339,243	18,057	-	6,357,300
<u>Revenue</u>					
Use of Money & Prop	10,330	10,000	-	-	10,000
State, Fed or Gov't Aid	-	5,100,000	-	-	5,100,000
Other Revenue	<u>299,329</u>	<u>431,665</u>	<u>18,057</u>	<u>-</u>	<u>449,722</u>
Total Revenue	309,659	5,541,665	18,057	-	5,559,722
Fund Balance		797,578	-	-	797,578
Budgeted Staffing		4.0	-	-	4.0

GROUP: Economic Development/Public Services
DEPARTMENT: Public works - County rail System
FUND: Special Revenue RTS CCP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
	(Adjusted)						
Appropriation							
Salaries and Benefits	219,449	18,527	237,976	-	237,976	-	237,976
Services and Supplies	6,308,966	2,872,449	9,181,415	-	9,181,415	-	9,181,415
Transfers	-	693	693	-	693	-	693
Total Exp Authority	6,528,415	2,891,669	9,420,084	-	9,420,084	-	9,420,084
Reimbursements	(171,115)	41,017	(130,098)	-	(130,098)	-	(130,098)
Total Appropriation	6,357,300	2,932,686	9,289,986	-	9,289,986	-	9,289,986
Revenue							
Use of Money & Prop	10,000	-	10,000	-	10,000	-	10,000
State, Fed or Gov't Aid	5,100,000	3,515,000	8,615,000	-	8,615,000	-	8,615,000
Other Revenue	449,722	150,278	600,000	-	600,000	-	600,000
Total Revenue	5,559,722	3,665,278	9,225,000	-	9,225,000	-	9,225,000
Fund Balance	797,578	(732,592)	64,986	-	64,986		64,986
Budgeted Staffing	4.0	-	4.0	-	4.0	-	4.0

PUBLIC WORKS

Base Year Adjustments

Salaries and Benefits	5,883	MOU.
	9,727	Retirement.
	2,447	Risk Management Workers' Comp.
	<u>18,057</u>	
Total Appropriation	<u>18,057</u>	
Total Revenue	<u>18,057</u>	Other revenue to offset the above increases in salaries and benefits.
Fund Balance	<u>-</u>	

Recommended Program Funded Adjustments

Salaries & Benefits	<u>18,527</u>	Increase primarily due to an upgrade of a contract program coordinator to a regional parks program manager.
Services & Supplies	<u>2,872,449</u>	Increase due to the following new projects in 2003-04: Santa Ana River Parkway Improvements (\$3.3 million), the Wilson Creek Trail (\$65,000), and Cooley Ranch Landfill Brownfields (\$150,000). These new projects are partially offset by the completion of other projects in 2002-03 totaling approximately \$700,000.
Transfers	<u>693</u>	EHAP charges to Human Resources.
Reimbursements	<u>41,017</u>	Completion of Lake Gregory Fitness Trail in 2002-03 requires no further reimbursement for this project.
Total Appropriation	<u>2,932,686</u>	
Revenue	3,515,000	Expected state and federal grants to fund new projects listed above.
	<u>150,278</u>	Expected grant match funds from the Wildlands Conservancy.
	<u>3,665,278</u>	
Fund Balance	<u>(732,592)</u>	

PUBLIC WORKS

BUDGET UNIT: PROPOSITION 12 PROJECTS (RKL RGP)

I. GENERAL PROGRAM STATEMENT

Proposition 12 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000 passed by the voters in November, 2000. Over the life of this program, \$4,832,410 of Proposition 12 funds will be allocated to the Department for use in renovating and rehabilitating facilities at various regional parks. This fund has been established to separately account for all activity related to the bond act. The list of projects to be funded from the Proposition 12 funds was provided to the Board of Supervisors on January 29, 2002. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation		2,000,000	100,000	2,234,184
Total Revenue		2,000,000	170,000	2,164,184
Fund Balance		-		70,000

The division has been working on completing environmental documentation prior to requesting funding advances from the state in 2002-03. It is anticipated that many of the projects will be completed in the coming fiscal year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - Prop 12
 FUND: Special Revenue RKL RGP

FUNCTION: Rec & Cultural Services
 ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	100,000	1,975,494	-	-	1,975,494
Transfers	-	24,506	-	-	24,506
Total Appropriation	100,000	2,000,000	-	-	2,000,000
<u>Revenue</u>					
State, Fed or Gov't Aid	170,000	2,000,000	-	-	2,000,000
Total Revenue	170,000	2,000,000	-	-	2,000,000
Fund Balance		-	-	-	-

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Prop 12
FUND: Special Revenue RKL RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Services and Supplies	1,975,494	258,690	2,234,184	-	2,234,184	-	2,234,184
Transfers	24,506	(24,506)	-	-	<u>-</u>	-	-
Total Appropriation	2,000,000	234,184	2,234,184	-	2,234,184	-	2,234,184
<u>Revenue</u>							
State, Fed or Gov't Aid	2,000,000	164,184	2,164,184	-	2,164,184	-	2,164,184
Total Revenue	2,000,000	164,184	2,164,184	-	2,164,184	-	2,164,184
Fund Balance	-	70,000	70,000	-	70,000	-	70,000

Recommended Program Funded Adjustments

Services and Supplies	<u>258,690</u>	Increase due to additional projects to be completed.
Transfers	<u>(24,506)</u>	Transfer out to Trail Program budget will not occur until completion of all projects.
Total Appropriation	<u>234,184</u>	
Revenue	<u>164,184</u>	Additional revenue based on number of projects expected to be completed.
Total Revenue	<u>164,184</u>	
Fund Balance	<u>70,000</u>	

PUBLIC WORKS

BUDGET UNIT: PROPOSITION 40 PROJECTS (RKM RGP)

I. GENERAL PROGRAM STATEMENT

Proposition 40 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2002 passed by the voters in March, 2002. Over the life of this program, \$4,768,919 of Proposition 40 funds will be allocated to the Department for use in renovating and rehabilitating facilities at various regional parks. This fund has been established to separately account for all activity related to this bond act. A proposed list of projects recommended to be funded from this revenue source will be presented to the Board of Supervisors prior to receiving any Proposition 40 funds. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	1,000,000	-	1,000,000
Total Revenue	-	1,000,000	-	1,000,000
Fund Balance		-	-	-

There was no activity in the fund in 2002-03 due to the state not having completed the guidelines for this program. It is expected that draft guidelines will be available for review in May 2003 and final guidelines released in July 2003. This will allow the Division to proceed with a contract with the State and then move forward with projects.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Prop 40
FUND: Special Revenue RKM RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	-	990,000	-	-	990,000
Transfers	-	10,000	-	-	10,000
Total Appropriation	-	1,000,000	-	-	1,000,000
<u>Revenue</u>					
State, Fed or Gov't Aid	-	1,000,000	-	-	1,000,000
Total Revenue	-	1,000,000	-	-	1,000,000
Fund Balance	-	-	-	-	-

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - Prop 40
 FUND: Special Revenue RKM RGP

FUNCTION: Rec & Cultural Services
 ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
	(Adjusted)						
<u>Appropriation</u>							
Services and Supplies	990,000	-	990,000	-	990,000	-	990,000
Transfers	10,000	-	10,000	-	10,000	-	10,000
Total Appropriation	1,000,000	-	1,000,000	-	1,000,000	-	1,000,000
<u>Revenue</u>							
State, Fed or Gov't Aid	1,000,000	-	1,000,000	-	1,000,000	-	1,000,000
Total Revenue	1,000,000	-	1,000,000	-	1,000,000	-	1,000,000
Fund Balance	-	-	-	-	-	-	-

PUBLIC WORKS

BUDGET UNIT: MOABI REGIONAL PARK BOAT LAUNCHING FACILITY (RTP CCP)

I. GENERAL PROGRAM STATEMENT

In July 2002, the Regional Parks Division was awarded a grant from the California Department of Boating and Waterways in the amount of \$1,273,000. These funds are for the purpose of renovating the Moabi Regional Park Boat Launching Facility. This budget unit was established to separately account for all activity related to the grant. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Total Appropriation	-	-	325,000	948,000
Total Revenue	-	-	51,000	1,222,000
Fund Balance		-		(274,000)

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
 DEPARTMENT: Moabi Regional Park Boat Launching Facility
 FUND: Special Revenue RTP CCP

FUNCTION: Rec & Cultural Services
 ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	325,000	-	-	-	-
Total Appropriation	325,000	-	-	-	-
<u>Revenue</u>					
State, Fed or Gov't Aid	51,000	-	-	-	-
Total Revenue	51,000	-	-	-	-
Fund Balance		-	-	-	-

GROUP: Economic Development/Public Services
 DEPARTMENT: Moabi Regional Park Boat Launching Facil
 FUND: Special Revenue RTP CCP

FUNCTION: Rec & Cultural Services
 ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	-	948,000	948,000	-	948,000	-	948,000
Total Appropriation	-	948,000	948,000	-	948,000	-	948,000
Revenue							
State, Fed or Gov't Aid	-	1,222,000	1,222,000	-	1,222,000	-	1,222,000
Total Revenue	-	1,222,000	1,222,000	-	1,222,000	-	1,222,000
Fund Balance	-	(274,000)	(274,000)	-	(274,000)	-	(274,000)

Recommended Program Funded Adjustments

Services and Supplies	<u>948,000</u>	Professional services contracts to complete the project.
Total Appropriation	<u>948,000</u>	
Revenue		
State, Fed or Gov't Aid	<u>1,222,000</u>	Remaining grant balance from the State Department of Boating and Waterways.
Fund Balance	<u>(274,000)</u>	

PUBLIC WORKS

BUDGET UNIT: GLEN HELEN AMPHITHEATER (SGH CAO)

I. GENERAL PROGRAM STATEMENT

This special revenue fund was established to account for lease payments received annually from the operators of the amphitheater at Glen Helen Regional Park. Each year, this revenue is transferred to the county general fund to abate the cost of the facility's debt service payment. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual	Budget	Estimated	Department
	2001-02	2002-03	2002-03	Request
				2003-04
Total Appropriation	840,791	910,067	862,650	1,126,417
Total Revenue	802,483	903,000	895,000	1,087,000
Fund Balance		7,067		39,417

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Glen Helen Amphitheater
FUND: Special Revenue SGH CAO

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
Appropriation					
Services and Supplies	-	47,417	-	-	47,417
Transfers	862,650	862,650	-	-	862,650
Total Appropriation	862,650	910,067	-	-	910,067
Revenue					
Use of Money & Prop	895,000	903,000	-	-	903,000
Other Revenue	-	-	-	-	-
Total Revenue	895,000	903,000	-	-	903,000
Fund Balance		7,067	-	-	7,067

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - Glen Helen Amphitheater
 FUND: Special Revenue SGH CAO

FUNCTION: Rec & Cultural Services
 ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
	(Adjusted)						
Appropriation							
Services and Supplies	47,417	106,900	154,317	-	154,317	-	154,317
Transfers	862,650	109,450	972,100	-	972,100	-	972,100
Total Appropriation	910,067	216,350	1,126,417	-	1,126,417	-	1,126,417
Revenue							
Use of Money & Prop	903,000	72,000	975,000	-	975,000	-	975,000
Other Revenue	-	112,000	112,000	-	112,000	-	112,000
Total Revenue	903,000	184,000	1,087,000	-	1,087,000	-	1,087,000
Fund Balance	7,067	32,350	39,417	-	39,417	-	39,417

Recommended Program Funded Adjustments

Services and Supplies	106,900	Increase based on additional revenue anticipated in 2003-04.
Transfers	109,450	Increased amount transferred to the general fund to finance debt service on the Amphitheater.
Total Appropriation	216,350	
Revenue		
Use of Money & Prop	72,000	Increase in annual lease payment to the county from the operators of the Amphitheater.
Other Revenue	112,000	Revenue from changing the name of the Amphitheater to the Hyundai Pavilion.
Total Revenue	184,000	
Fund Balance	32,350	

PUBLIC WORKS

BUDGET UNIT: REGIONAL PARKS MAINTENANCE/DEVELOPMENT (SPR CCR)

I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1997-98 to provide for the maintenance, development, and emergency repair at all regional parks. This fund is financed through a five percent allocation of park admission fees. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	338,690	982,057	889,200	619,457
Total Revenue	415,973	185,000	526,600	185,000
Fund Balance		797,057		434,457

Estimated revenues for 2002-03 are approximately \$340,000 greater than budget due to unanticipated receipts from the sale of Baldwin Lake properties.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Maintenance/Development
FUND: Special Revenue SPR CCR

FUNCTION: Rec & Cultural Svcs
ACTIVITY: Recreation Facilities

PUBLIC WORKS

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services & Supplies	729,500	875,057	-	-	875,057
Equipment	<u>159,700</u>	<u>107,000</u>	<u>-</u>	<u>-</u>	<u>107,000</u>
Total Appropriation	889,200	982,057	-	-	982,057
<u>Revenue</u>					
Use of Money & Prop	20,000	20,000	-	-	20,000
Current Services	<u>506,600</u>	<u>165,000</u>	<u>-</u>	<u>-</u>	<u>165,000</u>
Total Revenue	526,600	185,000	-	-	185,000
Fund Balance		797,057	-	-	797,057

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Maintenance/Development
FUND: Special Revenue SPR CCR

FUNCTION: Rec & Cultural Svcs
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I + J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)	Restoration	Budget
Appropriation							
Services & Supplies	875,057	(626,252)	248,805	-	248,805	-	248,805
Equipment	107,000	263,652	370,652	-	370,652	-	370,652
Total Appropriation	982,057	(362,600)	619,457	-	619,457	-	619,457
Revenue							
Use of Money & Prop	20,000	-	20,000	-	20,000	-	20,000
Current Services	165,000	-	165,000	-	165,000	-	165,000
Total Revenue	185,000	-	185,000	-	185,000	-	185,000
Fund Balance	797,057	(362,600)	434,457	-	434,457	-	434,457

Recommended Program Funded Adjustments

Services and Supplies	(626,252)	Decrease due to a \$362,600 reduction in fund balance available and a reallocation of \$263,652 for the purchase of needed equipment.
Equipment	263,652	Purchase of skid loader, backhoe, tractor, mower, and playground equipment.
Total Appropriation	(362,600)	
Total Revenue	-	
Fund Balance	(362,600)	

PUBLIC WORKS

BUDGET UNIT: CALICO GHOST TOWN MARKETING SERVICES (SPS CCR)

I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1997-98 to provide separate accountability and operations of marketing services for Calico Ghost Town Regional Park. These services include advertising and marketing for special events such as Calico Days, Spring Festival, Hullabaloo, the Fine Arts Show, and other smaller events. 3% of the Calico Ghost Town concessionaire's gross sales, as well as 15% of the park's admission fees are used to finance these services.

II. BUDGET & WORKLOAD HISTORY

	Actual	Budget	Estimated	Department
	2001-02	2002-03	2002-03	Request
				2003-04
Total Appropriation	364,750	405,156	399,986	371,370
Total Revenue	317,156	389,300	385,000	370,500
Fund Balance		15,856		870
Budgeted Staffing		1.0		1.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

VI. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Calico Ghost Town Marketing Services
FUND: Special Revenue SPS CCR

FUNCTION: Rec & Cultural Services
ACTIVITY: Promotion

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	47,486	47,130	-	-	47,130
Services and Supplies	352,500	358,026	-	-	358,026
Transfers	-	-	-	-	-
Total Appropriation	399,986	405,156	-	-	405,156
<u>Revenue</u>					
Use of Money & Prop	71,000	65,500	-	-	65,500
Current Services	110,000	145,000	-	-	145,000
Other Revenue	204,000	178,800	-	-	178,800
Total Revenue	385,000	389,300	-	-	389,300
Fund Balance		15,856	-	-	15,856
Budgeted Staffing		1.0	-	-	1.0

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Calico Ghost Town Marketing Services
FUND: Special Revenue SPS CCR

FUNCTION: Rec & Cultural Services
ACTIVITY: Promotion

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	47,130	2,411	49,541	-	49,541	-	49,541
Services and Supplies	358,026	(36,370)	321,656	-	321,656	-	321,656
Transfers	-	173	173	-	173	-	173
Total Appropriation	405,156	(33,786)	371,370	-	371,370	-	371,370
Revenue							
Use of Money & Prop	65,500	(9,500)	56,000	-	56,000	-	56,000
Current Services	145,000	(35,000)	110,000	-	110,000	-	110,000
Other Revenue	178,800	25,700	204,500	-	204,500	-	204,500
Total Revenue	389,300	(18,800)	370,500	-	370,500	-	370,500
Fund Balance	15,856	(14,986)	870	-	870	-	870
Budgeted Staffing	1.0	-	1.0	-	1.0	-	1.0

Recommended Program Funded Adjustments

Salaries and Benefits	2,411	Step increase in salary for Marketing Coordinator.
Services and Supplies	(20,030)	Decrease in printing expenses.
	(16,340)	Decrease in professional expenses.
	(36,370)	
Transfers	173	Marketing Coordinator increase in EHAP expenses.
Total Appropriation	(33,786)	
Revenue		
Use of Money & Prop	(9,500)	Decrease due to a decline in tourism at the Park.
Current Services	(35,000)	Decrease due to a decline in tourism at the Park.
Other Revenue	25,700	Anticipated increase in festival and special event revenue.
Total Revenue	(18,800)	
Fund Balance	(14,986)	

PUBLIC WORKS

BUDGET UNIT: OFF-HIGHWAY VEHICLE LICENSE FEE (SBY AMS)

I. GENERAL PROGRAM STATEMENT

Off-Highway vehicle funds are provided pursuant to state law. These funds are derived from fines for violation of off-highway vehicle operations and licensing. Subject to state requirements, these funds may be used for the development of trails and areas for off-highway. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	23,625	76,842	28,600	87,242
Total Revenue	34,092	25,000	39,000	25,000
Fund Balance		51,842		62,242

In accordance with Section 39009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in the fund are typically less than the budget. The amount not spent is carried over to the following year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services FUNCTION: Rec & Cultural Services
DEPARTMENT: Public Works - Off Highway Vehicle License Fee ACTIVITY: Recreation Facilities
FUND: Special Revenue SBY AMS

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	<u>28,600</u>	<u>76,842</u>	-	-	<u>76,842</u>
Total Appropriation	28,600	76,842	-	-	76,842
<u>Revenue</u>					
State, Fed or Gov't Aid	<u>39,000</u>	<u>25,000</u>	-	-	<u>25,000</u>
Total Revenue	39,000	25,000	-	-	25,000
Fund Balance		51,842	-	-	51,842

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Off Highway Vehicle License Fee
FUND: Special Revenue SBY AMS

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
	(Adjusted)						
Appropriation							
Services and Supplies	76,842	10,400	87,242	-	87,242	-	87,242
Total Appropriation	76,842	10,400	87,242	-	87,242	-	87,242
Revenue							
State, Fed or Gov't Aid	25,000	-	25,000	-	25,000	-	25,000
Total Revenue	25,000	-	25,000	-	25,000	-	25,000
Fund Balance	51,842	10,400	62,242	-	62,242	-	62,242

		Recommended Program Funded Adjustments
Services and Supplies	10,400	Increase is based on additional fund balance available.
Total Appropriation	10,400	
Revenue	-	
Fund Balance	10,400	

PUBLIC WORKS

BUDGET UNIT: GLEN HELEN PAVILION IMPROVEMENTS (SGR RGP)

I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1993-94 to provide for improvements to the Glen Helen Pavilion. These improvements are designed to maintain the amphitheater and its facilities in their current condition. This fund is financed jointly by deposits from the Regional Parks Division and the operators of the pavilion. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	341	169,958	5,800	193,658
Total Revenue	30,384	29,000	29,000	29,500
Fund Balance		140,958		164,158

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not spent is carried over to the following year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Glen Helen Pavilion Imp
FUND: Special Revenue SGR RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	5,800	169,958	-	-	169,958
Total Appropriation	5,800	169,958	-	-	169,958
<u>Revenue</u>					
Use of Money & Prop	-	4,000	-	-	4,000
Other Revenue	29,000	25,000	-	-	25,000
Total Revenue	29,000	29,000	-	-	29,000
Fund Balance		140,958	-	-	140,958

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Glen Helen Pavilion Imp
FUND: Special Revenue SGR RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
<u>Appropriation</u>							
Services and Supplies	169,958	23,700	193,658	-	193,658	-	193,658
Total Appropriation	169,958	23,700	193,658	-	193,658	-	193,658
<u>Revenue</u>							
Use of Money & Prop	4,000	500	4,500	-	4,500	-	4,500
Current Services	25,000	-	25,000	-	25,000	-	25,000
Total Revenue	29,000	500	29,500	-	29,500	-	29,500
Fund Balance	140,958	23,200	164,158	-	164,158	-	164,158

Recommended Program Funded Adjustments

Services and Supplies	<u>23,700</u>	Increase based on fund balance available and increased revenue.
Total Appropriation	<u>23,700</u>	
Revenue	<u>500</u>	Increase in earned interest.
Fund Balance	<u>23,200</u>	

PUBLIC WORKS

BUDGET UNIT: REGIONAL PARKS SNACK BARS (EMO, EMP & EMT)

I. GENERAL PROGRAM STATEMENT

The Regional Parks Division provides staff to operate three snack bars located at the following parks: Glen Helen (island site), Lake Gregory, and Mojave Narrows. In 1995-96, enterprise funds were established for the snack bars to provide management with sound accountability and timely reports. Any excess revenue resulting from operations is used to enhance the snack bars or other park operations. Snack bars at Cucamonga-Guasti, Yucaipa, Prado, and Glen Helen (swimming complex) are operated by a Board-approved private contractor.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	84,688	86,262	68,101	71,129
Total Revenue	95,777	103,500	73,600	76,600
Revenue Over (Under) Exp	11,089	17,238	5,499	5,471
Budgeted Staffing		1.0		1.3

Estimated expenditures and revenues for 2002-03 are less than budget due to snack bar operations at Prado Regional Park being taken over by a Board-approved private contractor.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing has been increased by a net of 0.3 positions. Of this amount, 0.8 was increased due to the county assuming snack bar operations from a concessionaire at Lake Gregory Regional Park, and 0.5 was decreased resulting from the snack bar at Prado Regional Park now being operated by a Board-approved private contractor.

PROGRAM CHANGES

As mentioned above, Regional Parks has taken over snack bar operations at Lake Gregory from a concessionaire while turning the Prado snack bar operation over to a Board-approved private contractor.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - Park Snack Bar
 FUND: Enterprise EMO, EMP, EMT CCR

FUNCTION: Rec & Cultural Services
 ACTIVITY: Snack Bar Sales

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	22,101	19,262	-	-	19,262
Services and Supplies	46,000	67,000	-	-	67,000
Transfers	-	-	-	-	-
Total Operating Expense	68,101	86,262	-	-	86,262
<u>Revenue</u>					
Other Revenue	73,600	103,500	-	-	103,500
Total Revenue	73,600	103,500	-	-	103,500
Total Rev Over/(Under) Exp	5,499	17,238	-	-	17,238
Budgeted Staffing		1.0			1.0

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - Park Snack Bar
 FUND: Enterprise EMO, EMP, EMT CCR

FUNCTION: Rec & Cultural Services
 ACTIVITY: Snack Bar Sales

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	19,262	4,694	23,956	-	23,956	-	23,956
Services and Supplies	67,000	(20,000)	47,000	-	47,000	-	47,000
Transfers	-	173	173	-	173	-	173
Total Operating Expense	86,262	(15,133)	71,129	-	71,129	-	71,129
Revenue							
Other Revenue	103,500	(26,900)	76,600	-	76,600	-	76,600
Total Revenue	103,500	(26,900)	76,600	-	76,600	-	76,600
Total Rev Over/(Under) Exp	17,238	(11,767)	5,471	-	5,471	-	5,471
Budgeted Staffing	1.0	0.3	1.3		1.3		1.3

Recommended Program Funded Adjustments

Salaries and Benefits	4,694	Increase due to the addition of 0.3 in budgeted staff.
Services and Supplies	(20,000)	Less supplies needed due to Prado snack bar being operated by a concessionaire.
Transfers	173	EHAP Charges.
Total Appropriation	(15,133)	
Revenue	(26,900)	Less revenues due to Prado snack bar now operated by a concessionaire.
Total Rev Over/(Under) Exp	(11,767)	

PUBLIC WORKS

BUDGET UNIT: SURVEYOR (AAA SVR)

I. GENERAL PROGRAM STATEMENT

The Surveyor Division is composed of two functions: office mapping and field survey services. The office mapping section is responsible for the review of subdivision maps as prescribed by state law, preparation of legal descriptions and maps for other county departments, and assisting the public in matters relating to land boundaries. The field section performs boundary and construction surveys primarily for other county departments and is responsible for perpetuation of controlling survey monuments.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Department Request 2003-04</u>
Total Appropriation	2,185,167	2,958,835	2,604,867	3,310,588
Total Revenue	2,242,866	2,958,835	2,618,750	3,310,588
Local Cost	(57,699)	-	(13,883)	-
Budgeted Staffing		39.3		39.4
<u>Workload Indicators</u>				
Final Maps	27	25	8	10
Parcel Maps	47	46	47	47
Records of Survey	152	175	179	160
Corner Records	1,002	1,300	900	800

Estimated appropriation for 2002-03 are \$353,968 less than budget primarily due to a savings in salaries and benefits (\$267,950) resulting from delays in filling vacant positions. In addition, services and supplies are projected to be \$63,967 under budget. This savings is due to not re-modeling the public service counter and research area, as well as motor pool, microfilming, field survey supplies, training and travel costs being less than anticipated. Estimated revenues for 2002-03 are under-realized by \$340,085 mainly because of the delays with filling revenue generating positions.

While the above workload indicators reflect a decrease in work performed for the private sector, the Surveyor's workload related to other county entities is on the rise. Work requested by the Transportation Division and the Flood Control District for field surveys, as well as by the Information Services Department for automation of the Geographic Information Systems (GIS) parcel basemap, will offset the private sector workload decreases. Workload indicators for performing field surveys and automation of the GIS parcel basemap are not reflected, as they are not easily measurable.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing has been increased by 0.1 to reflect additional hours for an existing retiree extra help Land Surveyor. Revenues generated by the Surveyor's Division will fund the costs associated with this increase.

PROGRAM CHANGES

In 2003-04, the Surveyor will be providing increased services to assist the Information Services Department (ISD) with the automation of the GIS parcel basemap. The Surveyor will provide quality control, maintenance, and perform surveys to establish control points for the parcel basemap. Revenues from ISD have been increased by approximately \$300,000 in 2003-04 for providing this service. When the GIS program was approved, an ongoing maintenance cost for the Surveyor was identified at \$200,000 per year. ISD will reimburse the Surveyor for these costs in 2003-04 and for approximately six months of 2004-05 (at that time the GIS parcel basemap is expected to be fully automated). Sources of revenue to fund ongoing maintenance costs subsequent to December 2004 have not been identified and will need to be addressed at a later date.

PUBLIC WORKS

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 6.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>6.0</u>	Retain
Total Vacant	6.0	

The department did not submit a vacant position restoration request.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

The Surveyor has a minor fee change to Section 16.0215B of the County Fee Ordinance. The change would reduce the hourly rate charged by an Engineering Technician IV for providing archive research to match the hourly rate in Section 16.0228B. There would be no impact to the Surveyor's budget.

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - Surveyor
 FUND: General AAA SVR

FUNCTION: Public Protection
 ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	2,279,720	2,547,670	208,622	-	2,756,292
Services and Supplies	291,453	355,420	491	-	355,911
Central Computer	15,406	15,406	(2,428)	-	12,978
Equipment	45,912	69,000	-	-	69,000
Transfers	<u>31,128</u>	<u>31,128</u>	<u>-</u>	<u>-</u>	<u>31,128</u>
Total Exp Authority	2,663,619	3,018,624	206,685	-	3,225,309
Reimbursements	(58,752)	(59,789)	-	-	(59,789)
Total Appropriation	2,604,867	2,958,835	206,685	-	3,165,520
<u>Revenue</u>					
Current Services	2,564,473	2,917,535	206,685	-	3,124,220
Other Revenue	<u>54,277</u>	<u>41,300</u>	<u>-</u>	<u>-</u>	<u>41,300</u>
Total Revenue	2,618,750	2,958,835	206,685	-	3,165,520
Local Cost	(13,883)	-	-	-	-
Budgeted Staffing		39.3	-	-	39.3

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Surveyor
FUND: General AAA SVR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F		G+H		I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
<u>Appropriation</u>							
Salaries and Benefits	2,756,292	11,130	2,767,422	-	2,767,422	-	2,767,422
Services and Supplies	355,911	89,903	445,814	-	445,814	-	445,814
Central Computer	12,978	-	12,978	-	12,978	-	12,978
Equipment	69,000	15,900	84,900	-	84,900	-	84,900
Transfers	<u>31,128</u>	<u>36,510</u>	<u>67,638</u>	-	<u>67,638</u>	-	<u>67,638</u>
Total Exp Authority	3,225,309	153,443	3,378,752	-	3,378,752	-	3,378,752
Reimbursements	<u>(59,789)</u>	<u>(8,375)</u>	<u>(68,164)</u>	-	<u>(68,164)</u>	-	<u>(68,164)</u>
Total Appropriation	3,165,520	145,068	3,310,588	-	3,310,588	-	3,310,588
<u>Revenue</u>							
Current Services	3,124,220	145,068	3,269,288	-	3,269,288	-	3,269,288
Other Revenue	<u>41,300</u>	<u>-</u>	<u>41,300</u>	-	<u>41,300</u>	-	<u>41,300</u>
Total Revenue	3,165,520	145,068	3,310,588	-	3,310,588	-	3,310,588
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing	39.3	0.1	39.4	-	39.4	-	39.4

PUBLIC WORKS

Base Year Adjustments

Salaries and Benefits	62,625	MOU.
	115,655	Retirement.
	30,342	Risk Management Workers' Comp.
	<u>208,622</u>	
Services and Supplies	949	Risk Management Liabilities
	(458)	Incremental change in EHAP
	491	Increase for Risk Mgmt Liabilities (\$949); decreases for EHAP charges (\$458) and an accounting change of EHAP from services & supplies to Transfers (\$6,813).
	<u>982</u>	
Central Computer	<u>(2,428)</u>	
Total Appropriation	<u>206,685</u>	
Total Revenue	206,685	Includes \$72,114 in additional revenues that will be generated due to the MOU hourly rate increases that, in turn, increases the hourly rate chargeable to county departments (primarily Transportation and Flood Control). The remaining \$134,571 will be covered primarily by revenues generated from ISD relating to automation of the GIS parcel basemap.
Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	7,094	Additional amount for 0.1 staffing increase for retiree extra help Land Surveyor.
	45,236	Step increases.
	<u>(41,200)</u>	Less termination benefit cash-outs needed in 2003-04.
	<u>11,130</u>	
Services and Supplies	(8,200)	Monthly access charges of \$2,200 for field crew's cell phones replacing 800 Mhz hand held radios costing \$7,980; reduced rates for telephone system costs of \$2,420.
	11,161	Add'l for computers for three staff members to process work and for the replacement of failing computers.
	6,254	Add'l need for desks, tables, chairs and filing cabinets for three staff members & public counter research area.
	69,661	COWCAP increase, \$66,361; Central Mail Services postage rate increase, \$3,300.
	(15,000)	Delay for remodel of public service counter/research area.
	11,000	Increased need based on ISD's revised estimate for the ongoing development of the document imaging project.
	(8,450)	Reduced Vehicle Services & County Garage charges for not purchasing a vehicle for office, (\$9,200); increased private mileage, \$750.
	30,290	New mileage costs for ISD's requests for surveys related to parcel basemap including Vehicle Services rate increase.
	<u>(6,813)</u>	GASB 34 Accounting Change (EHAP).
	<u>89,903</u>	
Equipment	45,900	Two Global Positioning System (GPS) units needed to perform field surveys to replace older, worn units.
	<u>(30,000)</u>	Not purchasing vehicle for office section.
	<u>15,900</u>	
Transfers	6,813	GASB 34 Accounting Change (EHAP).
	25,700	Increase for Public Works computer services charges.
	3,997	Increase Surveyor's share of department's Human Resources/Payroll costs, \$2,997; signs for field crews, \$1,000.
	<u>36,510</u>	
Reimbursements	<u>(8,375)</u>	Increase from Public Works, Transportation for Land Development's share of Surveyor's costs.
Total Appropriation	<u>145,068</u>	
Revenue		
Current Services	166,087	From ISD for quality control, maintenance and survey control points for the automation of the parcel basemap.
	43,433	Revenues for mileage costs for typical surveys related to preserving monuments, \$13,143; revenues for mileage costs for surveys requested by ISD for the parcel basemap project that relate to monument preservation, \$30,290.
	<u>(64,452)</u>	Conservative estimate results in decreasing revenues for review of subdivision maps due to unknown state of economy.
Total Revenue	<u>145,068</u>	
Local Cost	<u>-</u>	

PUBLIC WORKS

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	6	6.0	414,926	414,926	-
Total Vacant	6	6.0	414,926	414,926	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
<u>Vacant Budgeted In Recruitment - Retain</u>					
Engineering Technician II	00284	1.0	46,438	46,438	-
Engineering Technician II	08005	1.0	46,907	46,907	-
Engineering Technician IV	09071	1.0	72,668	72,668	-
Engineering Technician IV	09858	1.0	72,668	72,668	-
Supervising Land Surveyor	04383	1.0	97,124	97,124	-
Survey Party Chief	06593	1.0	79,121	79,121	-
Total in Recruitment Retain		6.0	414,926	414,926	-

PUBLIC WORKS

6-9-44a

[illegible]

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: PUBLIC WORKS - Surveyor (AAA SVR)
PREPARED BY: Jeanne Germond
PHONE # 387-8160

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __1

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change in Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change in Fee Revenue (H)-(G)
16.0215B (c) (15) (B) Research requests...hourly rate	\$85.00	\$83.00	(\$2.00)	5	5	0	\$425.00	\$415.00	(\$10.00)
TOTAL THIS PAGE			(\$2.00)			0			(\$10.00)
GRAND TOTAL (All Page A's)			(\$2.00)			0			(\$10.00)

6-9-44b

PUBLIC WORKS

BUDGET UNIT: SURVEY MONUMENT PRESERVATION (SBS SVR)

I. GENERAL PROGRAM STATEMENT

The Survey Monument Preservation Fund was established to account for expenses incurred related to the retracement or remonument surveys of major historical land division lines, upon which later surveys are based. These include, but are not limited to, surveys of government section lines, grant lines, rancho section lines, acreage subdivision lot lines, and subdivision boundary lines. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	140,709	304,903	95,595	305,937
Total Revenue	99,387	91,751	94,190	94,190
Fund Balance		213,152		211,747

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - Survey Monument Preservation
 FUND: Special Revenue SBS SVR

FUNCTION: Public Protection
 ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	95,595	304,903	-	-	304,903
Total Appropriation	95,595	304,903	-	-	304,903
<u>Revenue</u>					
Current Services	94,190	91,751	-	-	91,751
Total Revenue	94,190	91,751	-	-	91,751
Fund Balance		213,152	-	-	213,152

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Survey Monument Preservation
FUND: Special Revenue SBS SVR

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	304,903	1,034	305,937	-	305,937	-	305,937
Total Appropriation	304,903	1,034	305,937	-	305,937	-	305,937
Revenue							
Current Services	91,751	2,439	94,190	-	94,190	-	94,190
Total Revenue	91,751	2,439	94,190	-	94,190	-	94,190
Fund Balance	213,152	(1,405)	211,747	-	211,747	-	211,747

	Recommended Program Funded Adjustments	
Services and Supplies	1,034	Increase net of increased revenue less fund balance.
Total Appropriation	1,034	
Revenue		
Current Services	2,439	Increased revenues collected by County Recorder.
Total Revenue	2,439	
Fund Balance	(1,405)	

PUBLIC WORKS

BUDGET UNIT: ROAD OPERATIONS CONSOLIDATED (SAA, SVJ, SVK, SVL, SVM)

I. GENERAL PROGRAM STATEMENT

The Transportation Division of the Public Works Department is responsible for the operation of the county maintained road system, including administration, planning, design, contract administration, traffic management and maintenance of approximately 2,834 miles of road. The program is financed principally from revenues generated by the state highway users tax, a small share of the state sales tax which is, by law, allocated to a countywide local transportation fund, federal and state aid for specific road improvements and reimbursable projects from other agencies. The program also includes facilities development fees and one-half cent sales tax passed in November 1990 as Measure I, which are accounted for in separate budget units.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	43,173,441	59,289,203	44,404,075	67,078,421
Total Financing Sources	45,685,271	43,294,639	43,375,789	52,112,083
Fund Balance		15,994,564		14,966,338
Budgeted Staffing		364.9		357.7
<u>Workload Indicators</u>				
Maintained road miles	2,830	2,829	2,834	2,834

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGE

Budgeted staffing for 2003-04 has been decreased by a net of 7.2 positions resulting from the deletion of the following 11.6 positions: 2.0 vacant Engineering Technician II's, 1.0 vacant Public Works Engineer III, 1.0 Public Service Employee, and the equivalent of 7.6 budgeted staff in overtime. These decreases, which are the result of a projected \$3 million loss of Traffic Congestion Relief Funds, are partially offset by the following 4.4 increases in staff: 1.0 Clerk III is needed to support the Department's front office personnel, 1.0 Public Works Engineer II to assist in Long-Term Program Planning, 1.0 Maintenance Construction Worker II to keep up with current workload demands at various county road yards, 0.9 contract employees (0.5 Contract Project Senior Inspector and 0.4 Contract Construction Project Manager) to assist the department with the high volume of construction projects anticipated in 2003-04, and 0.5 for the Caltrans Study Team assigned to the High Desert Corridor Project.

PROGRAM CHANGES

None.

OTHER CHANGES

The Public Works Department has agreed to construct and oversee the Valley Boulevard at Pepper Street Interchange Reconstruction Project in Colton. For the 2003-04 budget, the department's Transportation Division has included revenue of \$6.0 million from the county's Capital Improvement Fund to finance the cost of this project.

PUBLIC WORKS

IV. VACANT POSITION IMPACT

The department has a total of 18.2 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	8.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>10.2</u>	Retain
Total Vacant	18.2	

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 8.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends this policy item, which would restore the following: 1.5 seasonal positions (Equipment Operator II's) needed during the winter months for storm maintenance/snow removal, 1.5 contract positions (1.0 Contract Transportation Planner and 0.5 Contract Transportation Engineer) needed to assist the Caltrans Study Team with the High Desert Corridor Project (all costs related to this project are reimbursed by federal funds received through the City of Victorville), 4.0 positions (3.0 Engineering Technician III's and 1.0 Engineering Technician II) are needed for the Department's Design and Right-of-Way sections to assist with workload demands and to prevent delays of future projects, and 1.0 Staff Analyst I is needed to assist staff with planning road projects and preparing cooperative agreements with other municipalities.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Winter Storm Maintenance	1.5 \$57,143 Revenue Supported	These seasonal workers are needed during the winter months to assist the department with storm maintenance and snow removal needs.
x	1	High Desert Corridor Project	1.5 \$125,527 Revenue Supported	These contract employees are needed to assist with environmental studies and preliminary engineering related to an east/west high desert corridor.
x	1	Road Design and Right-of-Way	4.0 \$197,389 Revenue Supported	Restoration of four Engineering Techs is needed in the Department's Road Design and Right-of-Way sections because workload demands have exceeded the capacity of current staff, which could result in delays to a number of projects.
x	1	Transportation Program Mgmt.	1.0 \$53,971 Revenue Supported	Restoring this Staff Analyst I position would assist the Department with planning road projects and preparing cooperative agreements with other municipalities. Processing these agreements, which are a means of sharing the cost of a road project with other local agencies, requires extensive paperwork and contact between agencies.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Road Operations Consolidated
FUND: Special Revenue SAA SVJ SVK SVL SVM

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	20,244,976	21,073,133	1,931,029	-	23,004,162
Services and Supplies	21,850,576	38,276,381	-	-	38,276,381
Central Computer	144,872	144,848	(40,012)	-	104,836
Other Charges	355,848	760,400	-	-	760,400
Land	-	250,000	-	-	250,000
Structures & Imprmts	290,000	371,000	-	-	371,000
Equipment	2,237,145	2,245,500	-	-	2,245,500
Transfers	<u>1,256,300</u>	<u>2,360,702</u>	<u>6,325</u>	<u>-</u>	<u>2,367,027</u>
Total Exp Authority	46,379,717	65,481,964	1,897,342	-	67,379,306
Reimbursements	<u>(3,475,642)</u>	<u>(7,692,761)</u>	<u>-</u>	<u>-</u>	<u>(7,692,761)</u>
Total Appropriation	42,904,075	57,789,203	1,897,342	-	59,686,545
Operating Transfer Out	<u>1,500,000</u>	<u>1,500,000</u>	<u>-</u>	<u>-</u>	<u>1,500,000</u>
Total Requirements	44,404,075	59,289,203	1,897,342	-	61,186,545
<u>Revenue</u>					
License & Permits	226,140	175,000	-	-	175,000
Use of Money & Prop	811,460	450,000	-	-	450,000
Current Services	4,103,301	3,530,921	-	-	3,530,921
State, Fed or Gov't Aid	36,360,393	37,502,658	1,897,342	-	39,400,000
Other Revenue	<u>374,495</u>	<u>136,060</u>	<u>-</u>	<u>-</u>	<u>136,060</u>
Total Revenue	41,875,789	41,794,639	1,897,342	-	43,691,981
Operating Transfer In	1,500,000	1,500,000	-	-	1,500,000
Total Financing Sources	43,375,789	43,294,639	1,897,342	-	45,191,981
Fund Balance		15,994,564	-	-	15,994,564
Budgeted Staffing		364.9	-	-	364.9

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Road Operations Consolidated
FUND: Special Revenue SAA AVJ SVK SVL SVM

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	23,004,162	(254,221)	22,749,941	(434,030)	22,315,911	434,030	22,749,941
Services and Supplies	38,276,381	9,213,217	47,489,598	-	47,489,598	-	47,489,598
Central Computer	104,836	-	104,836	-	104,836	-	104,836
Other Charges	760,400	464,100	1,224,500	-	1,224,500	-	1,224,500
Land	250,000	-	250,000	-	250,000	-	250,000
Structures & Imprmts	371,000	(209,000)	162,000	-	162,000	-	162,000
Equipment	2,245,500	707,500	2,953,000	-	2,953,000	-	2,953,000
Transfers	<u>2,367,027</u>	<u>(417,356)</u>	<u>1,949,671</u>	<u>-</u>	<u>1,949,671</u>	<u>-</u>	<u>1,949,671</u>
Total Exp Authority	67,379,306	9,504,240	76,883,546	(434,030)	76,449,516	434,030	76,883,546
Reimbursements	(7,692,761)	(4,112,364)	(11,805,125)	-	<u>(11,805,125)</u>	-	(11,805,125)
Total Appropriation	59,686,545	5,391,876	65,078,421	(434,030)	64,644,391	434,030	65,078,421
Operating Transfer Out	<u>1,500,000</u>	<u>500,000</u>	<u>2,000,000</u>	<u>-</u>	<u>2,000,000</u>	<u>-</u>	<u>2,000,000</u>
Total Requirements	61,186,545	5,891,876	67,078,421	(434,030)	66,644,391	434,030	67,078,421
Revenue							
Licenses & Permits	175,000	50,000	225,000	-	225,000	-	225,000
Use of Money & Prop	450,000	225,000	675,000	-	675,000	-	675,000
Current Services	3,530,921	(2,297,621)	1,233,300	-	1,233,300	-	1,233,300
State, Fed or Gov't Aid	39,400,000	2,477,783	41,877,783	(434,030)	41,443,753	434,030	41,877,783
Other Revenue	<u>136,060</u>	<u>(35,060)</u>	<u>101,000</u>	<u>-</u>	<u>101,000</u>	<u>-</u>	<u>101,000</u>
Total Revenue	43,691,981	420,102	44,112,083	(434,030)	43,678,053	434,030	44,112,083
Operating Transfer In	<u>1,500,000</u>	<u>6,500,000</u>	<u>8,000,000</u>	<u>-</u>	<u>8,000,000</u>	<u>-</u>	<u>8,000,000</u>
Total Financing Sources	45,191,981	6,920,102	52,112,083	(434,030)	51,678,053	434,030	52,112,083
Fund Balance	15,994,564	(1,028,226)	14,966,338	-	14,966,338	-	14,966,338
Budgeted Staffing	364.9	(7.2)	357.7	(8.0)	349.7	8.0	357.7

PUBLIC WORKS

Base Year Adjustments

Salaries and Benefits	621,086	MOU.
	1,017,752	Retirement.
	<u>292,191</u>	Risk Management Workers' Comp.
	1,931,029	
	<u><u> </u></u>	
Central Computer	<u>(40,012)</u>	
Transfers	<u>6,325</u>	Increase in EHAP charges.
Total Appropriation	<u>1,897,342</u>	
Revenue	<u><u> </u></u>	
State, Fed or Gov't Aid	<u>1,897,342</u>	Revenues necessary to offset above costs.
Total Revenue	<u>1,897,342</u>	
Fund Balance	<u>-</u>	

PUBLIC WORKS

		Recommended Program Funded Adjustments
Salaries and Benefits	(254,221)	Reduction related to net decrease of 7.2 positions (\$415,153) partially offset by step increases totaling \$160,932.
Services and Supplies	6,000,000	Construction of the Valley Boulevard at Pepper Street interchange.
	686,327	Net increase in various other construction projects anticipated for the year.
	1,291,764	Increase in equipment distribution based on increased rental and depreciations costs for vehicles.
	324,492	Increased system development charges from ISD for a new Job Cost Accounting System.
	193,638	Increase in software primarily due to purchase of project management and maintenance activity software.
	864,357	Increase in vehicle services and warehouse purchases for road projects, vehicle maintenance, etc.
	67,539	Increase in COWCAP charges.
	(214,900)	Decrease in utilities due to lower energy costs and installation of cost saving lighting in break building.
	9,213,217	
Land	464,100	Increase in anticipated right of way purchases for 2003-04 road projects.
Structures/Imprmts	(209,000)	Decrease in requests for 2003-04. Included are requests for building security improvements, relocation of offices, and yard maintenance projects.
Equipment	707,500	Increase due to purchase of 6 motorgraders for \$1,380,000 needed to replace aging equipment, while other equipment requests have reduced by \$672,500.
Transfers	(417,356)	Decrease due to contribution to Measure I Rock Springs Road project completed in 2002-03.
Reimbursements	(4,112,364)	Increase due to funds from the San Sevaine RDA (\$3 million) are now in this category rather than shown under revenue (Current Services). Also, an additional \$1.1 million is anticipated from the Measure I fund to finance various projects.
Total Appropriation	5,391,876	
Operating Transfer Out	500,000	Increase for equipment purchases in 2003-04.
Total Requirements	5,891,876	
Revenue		
License & Permits	50,000	Increase based on current year estimate amounts.
Use of Money & Prop	225,000	Increase in interest based on additional cash in interest bearing account.
Current Services	(2,297,621)	Decrease due to \$3 million from the San Sevaine RDA being reclassified to reimbursements, partially offset by a \$700,000 increase for a number of joint projects with cities.
State, Fed or Gov't Aid	2,477,783	Increase in federal funds for projects completed in 2002-03 and commencing in 2003-04 (\$5.5 million), partially offset by a \$3 million reduction in State Traffic Congestion Relief Funds.
Other Revenue	(35,060)	Reduced sales from fixed assets.
Total Revenue	420,102	
Operating Transfer In	6,500,000	Increase for equipment purchases in 2003-04 (\$500,000) and revenue from the Capital Improvement fund for Valley Boulevard at Pepper Street Project (\$6,000,000).
Total Financing Sources	6,920,102	
Fund Balance	(1,028,226)	

PUBLIC WORKS

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	10	(8.0)	(434,030)	(434,030)	-
Vacant Budgeted In Recruitment - Retain	10	10.2	516,555	516,555	-
Total Vacant	20	2.2	82,525	82,525	-
Recommended Restoration of Vacant Deleted	10	(8.0)	(434,030)	(434,030)	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
<u>Vacant Budgeted Not In Recruitment</u>					
Equipment Operator II (Seasonal)	71922	(0.5)	(20,013)	(20,013)	-
Equipment Operator II (Seasonal)	73994	(0.5)	(19,759)	(19,759)	-
Equipment Operator II (Seasonal)	74011	(0.5)	(17,371)	(17,371)	-
Contract Transportation Engineer	20170	(0.5)	(41,842)	(41,842)	-
Contract Transportation Planner	77311	(1.0)	(83,685)	(83,685)	-
Engineering Technician II	08766	(1.0)	(45,484)	(45,484)	-
Engineering Technician III	02098	(1.0)	(50,635)	(50,635)	-
Engineering Technician III	12696	(1.0)	(50,635)	(50,635)	-
Engineering Technician III	73308	(1.0)	(50,635)	(50,635)	-
Staff Analyst I	12055	(1.0)	(53,971)	(53,971)	-
Total Slated for Deletion - Retain		(8.0)	(434,030)	(434,030)	-

Vacant Budgeted In Recruitment - Retain

Clerk II	77495	1.0	32,002	32,002	-
Engineering Technician III	02087	1.0	50,635	50,635	-
Engineering Technician IV	08553	1.0	58,983	58,983	-
Equipment Operator I	03725	1.0	54,013	54,013	-
Equipment Operator II	01131	1.0	47,455	47,455	-
Maintenance & Const Worker I	73313	1.1	44,526	44,526	-
Maintenance & Const Worker I	75578	1.0	40,090	40,090	-
Maintenance & Const Worker I	75581	1.0	43,616	43,616	-
Public Works Engineer III	11430	1.0	86,276	86,276	-
Tree Trimmer	08195	1.1	58,959	58,959	-
Total in Recruitment Retain		10.2	516,555	516,555	-

PUBLIC WORKS

POLICY DESCRIPTION FORM

Department/Group: Public Works/ ED/PSG Budget Code: SVJ TRA
 Title: Transportation

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☒

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

		<u>2003-04</u>	<u>Ongoing 2004-05</u>
APPROPRIATIONS			
Salaries & Benefits (attach additional page if required)		<u>\$ 434,030</u>	<u>\$ 434,030</u>
CLASSIFICATIONS			
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>	
<u>1.5</u>	<u>Equipment Operator II (Seasonal)</u>	<u>57,143</u>	
<u>1.0</u>	<u>Contract Transportation Planner</u>	<u>83,685</u>	
<u>0.5</u>	<u>Contract PWG Transportation Engr</u>	<u>41,842</u>	
<u>3.0</u>	<u>Engineering Technician III</u>	<u>151,905</u>	
<u>1.0</u>	<u>Engineering Technician II</u>	<u>45,484</u>	
<u>1.0</u>	<u>Staff Analyst I</u>	<u>53,971</u>	
Services & Supplies			
Other (specify) _____			
Equipment			
FIXED ASSETS			
<u>Item</u>	<u>Amount</u>		
_____	_____		
_____	_____		
_____	_____		
Reimbursements (specify) _____			
Total:		<u>\$ 434,030</u>	<u>\$ 434,030</u>
REVENUE (specify source)			
<u>Gas Tax</u>		<u>308,503</u>	<u>308,503</u>
<u>City of Victorville</u>		<u>125,527</u>	<u>125,527</u>

Total:		<u>\$ 434,030</u>	<u>\$ 434,030</u>
LOCAL COST		<u>\$ 0</u>	<u>\$ 0</u>

PUBLIC WORKS

Policy Item #1 of 1 - Transportation

The 1.5 Equipment Operator II's are seasonal workers needed during the winter months to assist the department with storm maintenance and snow removal. The positions are not expected to be filled until at least mid October 2003.

The vacant Contract Transportation Planner and Contract PWG Transportation Engineer positions are required by the Caltrans Study Team for the High Desert Corridor Project. These positions are needed because workload on this project is scheduled to increase in Fiscal Year 03/04. These contract employees will assist with the Project's environmental studies and preliminary engineering. All expenses for this Project are reimbursed by federal funding via the City of Victorville, which is the lead agency for this Project.

The department also requests approval to restore 4.0 vacant positions (3.0 Engineering Technician III's and 1.0 Engineering Technician II) assigned to its Design and Right-of-Way sections. These positions are needed because workload demands have exceeded the capacity of current staff. Filling these positions would prevent possible delays in various projects. Some of the duties to be performed by these positions include the following: preparation of plans, specifications, and cost estimates; researching property ownerships related to acquisitions; and producing legals and plat maps for right-of-way work.

Lastly, the department is seeking approval to restore 1.0 vacant Staff Analyst I. This position is needed to assist staff in planning road projects and preparing cooperative agreements with other municipalities. The Department shares jurisdiction with other local agencies that require cooperative agreements for road maintenance and construction projects. These agreements provide a means of sharing the cost of a project with other local agencies. In addition, the Staff Analyst I is needed for updating and maintenance of the Department's Transportation Program Management database. This database is essential for developing the five-year capital improvement plan, work order issuance, grant applications, and financial reports. Completion of this update will improve planning efficiency and cost effectiveness.

CAPITAL IMPROVEMENTS FOR PUBLIC SERVICES GROUP - TRANSPORTATION FY 03/04

SD	ROAD NAME	LIMITS	TYPE OF WORK	REGION	03/04 PHASE	CARRYOVER FY '03/04 BUDGET	NEW PROJECT FY 03/04 BUDGET
1	AMETHYST ROAD	PALMDALE RD N/SENECA RD	ROAD CONSTRUCTION & SIGNAL	VICTORVILLE	DESIGN	10,000	
1	ARROWHEAD LAKE ROAD	1.48 M N, MOJAVE DAM ROAD N .06 M (300')	GUARDRAIL INSTALLATION	HESPERIA	CONSTRUCTION	21,800	
1	BAKER BOULEVARD	BRIDGE # 54C-128 (0.15M E,SH 127)	WIDEN BRIDGE	BAKER	CONSTRUCTION	435,000	
1	CAMARILLO AVENUE	.03M N, SH58 N/PALERMO ST	REHABILITATION	BARSTOW	CONSTRUCTION	138,000	
1	CENTRAL ROAD/OCOTILLO WAY	TUSSING RANCH RD/ROUND UP WAY	WIDEN/TURN PKTS/AC OVERLAY	APPLE VALLEY	CONSTRUCTION	648,500	
1	CRUCERO ROAD	NAT TRLS HWY N/0003M N,NAT TRLS HWY	REHABILITATION	LUDLOW	DESIGN	71,300	
1	CUSTER AVE/TRADE POST RD	@ SH 18	LT/RT TURN LANES	LUCERNE VALLEY	CONSTRUCTION	140,000	
1	DOLA DITCH BRIDGE	NTH, BR NO 54C 086, 2.08 M E, KELBAKER	BRIDGE REPLACEMENT	LUDLOW	CONSTRUCTION		780,000
1	DUNCAN ROAD	OASIS ROAD E/WILSON RANCH ROAD	PAVE DIRT ROAD	PHELAN	CONSTRUCTION	1,012,000	
1	EL MIRAGE ROAD	LA COL E/0100M W,KOALA RD(ADL CL)	REHABILITATION	ADELANTO	CONSTRUCTION	307,400	
1	ELMWOOD DRIVE	RIDGE CREST RD E/YELLOWSTONE AVE	REHABILITATION	SPRING VALLEY LAKE	CONSTRUCTION	24,500	
1	ESCONDIDO AVENUE	RANCHERO ST N / CEDAR ST	PAVE DIRT ROAD	HESPERIA	CONSTRUCTION		330,000
1	FORT IRWIN ROAD	I-15 N/FT IRWIN BNDRY	WIDENING/PASSING LANE PROJECT	BARSTOW	R/W - DESIGN	1,000,000	
1	HIGH DESERT CORRIDOR PROJ	SH 395 E/SH 18	PRELIMINARY ENGINEERING AND ENVIRONMENTAL	VICTORVILLE	DESIGN	400,000	
1	JENNY STREET	.2M W, COLUMBINE ST	DRAINAGE IMPROVEMENTS	OAK HILLS	CONSTRUCTION	95,000	
1	LANZIT DITCH BRIDGE	NTR, BR NO 54C 086, 2.77 E, KELBAKER	BRIDGE REPLACEMENT	LUDLOW	CONSTRUCTION		1,076,000
1	KELBAKER ROAD	HIDDEN HILLS RD N 4.05M	REALIGNMENT	DAGGETT	DESIGN	20,000	
1	LONE PINE CANYON RD BYPASS	ZERMATT DRIVE N/HWY 2	PAVE (NEW ROAD)	WRIGHTWOOD	DESIGN	55,000	
1	MAIN STREET	.19M NE,SWEETEN LN NE/LENWOOD LN	REHABILITATION	LENWOOD	CONSTRUCTION	184,000	
1	MESQUITE STREET	ESCONDIDO AVENUE E/MAPLE AVENUE	PAVE DIRT ROAD	HESPERIA	CONSTRUCTION	586,500	
1	MUSCATEL STREET	.04M W, VERBENA E/END	PAVE EXISTING DIRT ROAD	OAK HILLS	DESIGN	25,000	
1	NATIONAL TRAILS HIGHWAY	MOJAVE RIVER (VIC CL) N 1.06M	REHABILITATION	ORO GRANDE	CONSTRUCTION		109,100
1	NATIONAL TRAILS HWY	0.75 M N,ORO GRANDE UP/0.6M S,BRYMAN RD	WIDEN/INSTALL PASSING LANES	ORO GRANDE	CONSTRUCTION	1,510,000	
1	NEEDLES HIGHWAY	N STREET N&E/STATE LINE	REHABILITATION	NEEDLES	DESIGN	190,000	
1	NIELSON ROAD	BEEKLEY E/MALPASO RD	PAVE DIRT ROAD	PHELAN	CONSTRUCTION		491,000
1	OAK HILL ROAD	CALIENTE RD N/.03M S,JENNY ST	REALIGNMENT	OAK HILLS	CONSTRUCTION	120,000	
1	PHELAN ROAD	BEEKLEY RD E/SH 395	DRAINAGE IMPROVEMENTS	PHELAN	CONSTRUCTION		200,000
1	PHELAN ROAD	.25M W/.5M E, SH 395	EXTEND OVER ORO GRANDE WASH	PHELAN	DESIGN	5,000	
1	SUMMIT VALLEY ROAD	1.88M N,SH138 N 2.18M (HSP CL) (PORTION)	PAVE DIRT ROAD	HESPERIA	DESIGN		53,000
					SUPER DIST 1	6,999,000	3,039,100
2	ARROW ROUTE	@ BEECH AVE & LIME AVE	DRAINAGE IMPROVEMENTS	FONTANA SD 2	CONSTRUCTION	129,000	
2	ARROW ROUTE	REDWOOD AVE	SIGNAL INSTALLATION	FONTANA SD 2	CONSTRUCTION	250,000	
2	ARROW ROUTE	BEECH AVE	SIGNAL INSTALLATION	FONTANA SD 2	CONSTRUCTION	143,800	
2	ARROW ROUTE	SULTANA	DRAINAGE IMPROVEMENTS	FONTANA SD 2	CONSTRUCTION	55,300	

6-9-56a

SD	ROAD NAME	LIMITS	TYPE OF WORK	REGION	03/04 PHASE	CARRYOVER FY '03/04 BUDGET	NEW PROJECT FY 03/04 BUDGET
2	ARROW ROUTE	HICKORY AVE E/BEECH AVE	REHAB/DRAINAGE/INTER IMPS	FONTANA SD 2	CONSTRUCTION	831,600	
2	BEECH AVENUE	WHITTRAM AVE/ARROW RTE	WIDEN, REHAB,INSTALL CURB/GUTTER	FONTANA SD 2	CONSTRUCTION	250,000	
2	CENTRAL AVENUE	ARROW RTE/FOOTHILL BLVD	CONTINOUS LEFT TURN LN CONSTR	UPLAND	CONSTRUCTION	332,000	
2	CENTRAL AVENUE	@ ARROW ROUTE	SIGNAL MODIFICATION	UPLAND	CONSTRUCTION	86,200	
2	CHERRY AVENUE	@ WHITTRAM AVE	SIGNAL INSTALLATION	FONTANA SD 2	CONSTRUCTION	170,000	
2	CHERRY AVENUE	I-10	IMPROVE INTERSECTION	FONTANA SD 2	DESIGN	110,000	
2	CHERRY AVENUE	WHITTRAM AVE N/FOOTHILL BLVD	WIDEN ROADWAY	FONTANA SD 2	R/W - DESIGN		225,000
2	CRESTLINE PARK & RIDE	LAKE DRIVE	CONSTRUCT PARK & RIDE FACILITY	CRESTLINE	CONSTRUCTION	474,200	
2	DELLE DRIVE	LAKE DR NWLY/DARFO DR	REHABILITATION	CRESTLINE	CONSTRUCTION	132,000	
2	SAN BERNARDINO AVENUE	LIVE OAK, BEECH, HEMLOCK, REDWOOD,	SIGNAL INSTALLATION & SYNCHRO	FONTANA SD 2	R/W - DESIGN	405,000	
2	SLOVER AVENUE	CHERRY AVE E/.11M E,HEMLOCK AVE	WIDEN	FONTANA SD 2	CONSTRUCTION	3,200,000	
2	SLOVER AVENUE	AT CALABASH AVE/BANANA AVE	DRAINAGE IMPROVEMENTS	FONTANA SD 2	CONSTRUCTION	160,000	
2	VALLEY BOULEVARD	@ OLEANDER AVE, LIVE OAK, REDWOOD	SIGNAL INSTALLATION	FONTANA SD 2	CONSTRUCTION	240,000	
2	VALLEY BOULEVARD	BANANA AVE/ALMOND AVE	LEFT TURN LANE CONSTRUCTION	FONTANA SD 2	CONSTRUCTION	245,000	
2	VALLEY BLVD & OTHERS	CHERRY AVE E/HEMLOCK AVE	REHABILITATION	FONTANA SD 2	CONSTRUCTION	945,000	
2	VALLEY ROAD	SH138 NLY/BROOKSIDE	AC OVERLAY	CRESTLINE	DESIGN	100,000	
2	WHITTRAM AVENUE	HICKORY/CHERRY AVE	WIDEN, INSTALL C&G, AC OVERLAY	FONTANA SD 2	CONSTRUCTION	2,000,000	
2	WHITTRAM AVENUE	CHERRY AVE/LIVE OAK AVE	WIDEN, REHAB, INSTALL CURB/GUTTER	FONTANA SD 2	CONSTRUCTION	345,000	
2	ZURICH DRIVE	THOUSAND PINES RD E/LAKE DR	REALIGNMENT & SLOPE STABILIZATION	CRESTLINE	CONSTRUCTION	175,000	
					SUPER DIST 2	10,779,100	225,000
3	ANGELS CAMP ROAD	YOSEMITE DR N/END	REHABILITATION	MOONRIDGE	CONSTRUCTION	30,500	
3	ARROWBEAR DRIVE	SPILLWAY	WIDENING	ARROWBEAR	CONSTRUCTION	70,000	
3	BARTON & OTHERS	LA CADENA DR E 0003M	REHABILITATION	COLTON SD 3	CONSTRUCTION	328,800	
3	BEAUMONT AVENUE	@ SAN TIMOTEO CRK	BRIDGE REPLACEMENT DESIGN	REDLANDS	CONSTRUCTION	1,675,000	
3	DALEY CANYON ROAD	SH 18	IMPROVE INTERSECT SAFETY/REALIGN	LAKE ARROWHEAD	DESIGN	25,000	
3	GARNET STREET BRIDGE	MILL CREEK, BR NO 54C 420	BRIDGE REPLACEMENT	REDLANDS	CONSTRUCTION		1,423,000
3	HOOK CREEK ROAD	VARIOUS LOCATIONS	DRAINAGE IMPROVEMENTS	LAKE ARROWHEAD	CONSTRUCTION	218,000	
3	LARREA RD	0.06M S, QUAIL BUSH RD N/SH 247	PAVE DIRT ROAD	YUCCA VALLEY	CONSTRUCTION	672,000	
3	PARADISE WAY	SH 38	IMPROVE INTERSECTION	BIG BEAR CITY	CONSTRUCTION	260,000	
3	PINE LANE	HOLCOMB CREEK DR N/ END	PAVE DIRT ROAD	GREEN VALLEY	CONSTRUCTION	24,000	
3	RECHE CANYON ROAD	0067M NW,RIV CO LINE W&N/CLN CL	REHABILITATION	COLTON SD 3	DESIGN	56,100	
3	RECHE ROAD	SH 247	TURNLANE CONST	YUCCA VALLEY	CONSTRUCTION	150,000	
3	WABASH AVENUE	@ SH 38	SIGNAL INSTALLATION	REDLANDS	CONSTRUCTION	300,000	
					SUPER DIST 3	3,809,400	1,423,000
4	MISSION BOULEVARD	LA COL E/.26M E,PIPE LINE (MTC CL)	REHABILITATION	MONTCLAIR	CONSTRUCTION	236,400	

SD	ROAD NAME	LIMITS	TYPE OF WORK	REGION	03/04 PHASE	CARRYOVER FY '03/04 BUDGET	NEW PROJECT FY 03/04 BUDGET
4	MISSION BOULEVARD	0025M E,RAMONA AVE E/0007M E,FREMONT	REHABILITATION	MONTCLAIR	CONSTRUCTION		255,300
4	MISSION BOULEVARD	ROSWELL AVENUE	INSTALL LT TURN PHASE & VIDEO	MONTCLAIR	CONSTRUCTION	94,200	
4	MISSION BOULEVARD	BENSON AVE	SIGNAL INSTALLATION	MONTCLAIR	CONSTRUCTION	181,000	
4	PIPE LINE AVENUE	@ PHILLIPS BLVD AND FRANCIS AVE	CROSS GUTTER REHAB	CHINO	CONSTRUCTION		8,800
4	THIRD STREET	SILICON AVENUE E .17 M	REHABILITATION	MONTCLAIR	CONSTRUCTION	94,000	
					SUPER DIST 4	605,600	264,100
5	AGUA MANSA ROAD	0080M W,RANCHO AVE E0073	REHABILITATION	COLTON SD 5	CONSTRUCTION	76,200	
5	ARROW ROUTE	LOCUST AVE	INTERSECTION MODIFICATION	FONTANA SD 5	CONSTRUCTION	82,500	
5	ARROW ROUTE	LOCUST AVENUE	SIGNAL MODIFICATION	FONTANA SD 5	CONSTRUCTION	127,000	
5	BLOOMINGTON AVENUE	CEDAR AVE E&NE/0009M NE,LARCH AVE	REHAB/OVERLAY	BLOOMINGTON	CONSTRUCTION	400,000	
5	CEDAR AVENUE	@ I-10	INTERCHANGE PSR/PR	BLOOMINGTON	DESIGN	26,000	
5	CEDAR AVENUE	RANDALL AVE	SIGNAL INSTALLATION	BLOOMINGTON	DESIGN	25,000	
5	EL RIVINO ROAD	CEDAR E/AGUA MANSA RD	REHABILITATION	BLOOMINGTON	CONSTRUCTION		255,300
5	JURUPA AVE & OTHER	TAMARIND AVE/ALDER AVE	PAVE EXISTING DIRT ROAD	FONTANA SD 5	CONSTRUCTION	522,500	
5	MAPLE AVENUE	BARBEE ST N/FONTANA CL	REHABILITATION	RIALTO	CONSTRUCTION	135,000	
5	PALM AVENUE	CAJON BLVD N 0011M	REHABILITATION	VERDEMONT SD 5	CONSTRUCTION	23,500	
5	RIVERSIDE AVENUE	PEACH ST N/RIALTO CL	WIDEN ROADWAY	RIALTO	DESIGN	85,000	
5	STEVENSON STREET	.15 M W, CYPRUS AVE E/ CYPRUS AVE	PAVE DIRT ROAD	COLTON SD 5	CONSTRUCTION		67,000
					SUPER DIST 5	1,502,700	322,300
					GRAND TOTAL	23,695,800	5,273,500

PUBLIC WORKS

BUDGET UNIT: CALTRANS CONTRACT (SVB TRA)

I. GENERAL PROGRAM STATEMENT

This budget reflects a cooperative agreement between the county's Public Works Department and the California Department of Transportation (Caltrans). This separate fund allows for the coordination and administration of consultant engineering contracts in support of Caltrans projects. Currently, two major projects are budgeted. The first is a feasibility study for truck lanes on the Interstate 15 and 40 freeways. The second is a preliminary design study for widening Interstate 15 from Victorville to Barstow. Both are multi-year projects receiving federal pass through funding from Caltrans. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	174,997	288,100	91,248	148,186
Total Revenue	13,967	415,487	68,635	298,186
Fund Balance		(127,387)		(150,000)

Estimated expenditures for 2002-03 are significantly less than budget due to staff assigned to the Caltrans Contract working on other departmental projects for a considerable portion of the year. Correspondingly, revenues from Caltrans were also less than projected.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - CalTRANS Contract
FUND: Special Revenue SVB TRA

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Services and Supplies	9,688	38,100	-	-	38,100
Transfers	81,560	250,000	-	-	250,000
Total Appropriation	91,248	288,100	-	-	288,100
<u>Revenue</u>					
Use of Money & Prop	6,000	5,000	-	-	5,000
State, Fed or Gov't Aid	62,635	410,487	-	-	410,487
Total Revenue	68,635	415,487	-	-	415,487
Fund Balance		(127,387)	-	-	(127,387)

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - CalTRANS Contract
 FUND: Special Revenue SVB TRA

FUNCTION: Public Ways/Facilities
 ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)	Restoration	Budget
Appropriation							
Services and Supplies	38,100	10,086	48,186	-	48,186	-	48,186
Transfers	250,000	(150,000)	100,000	-	100,000	-	100,000
Total Appropriation	288,100	(139,914)	148,186	-	148,186	-	148,186
Revenue							
Use of Money & Prop	5,000	686	5,686	-	5,686	-	5,686
State, Fed or Gov't Aid	410,487	(117,987)	292,500	-	292,500	-	292,500
Total Revenue	415,487	(117,301)	298,186	-	298,186	-	298,186
Fund Balance	(127,387)	(22,613)	(150,000)	-	(150,000)	-	(150,000)

Recommended Program Funded Adjustments

Services and Supplies	10,086	Increase based on anticipated use of outside professional services.
Transfers	(150,000)	Decrease based on less anticipated work left to complete the projects.
Total Appropriation	(139,914)	
Revenue		
Use of Money & Prop	686	Increase in interest based on 2002-03 estimates.
State, Fed or Govt Aid	(117,987)	Decrease in federal reimbursement resulting from less work now anticipated to complete the projects.
Total Revenue	(117,301)	
Fund Balance	(22,613)	

PUBLIC WORKS

BUDGET UNIT: ETIWANDA INTERCHANGE IMPROVEMENT (SVE TRA)

I. GENERAL PROGRAM STATEMENT

This budget was established to separately account for a cooperative agreement (approved by the Board during 2001-02) between the county's Public Works Department, the California Department of Transportation (Caltrans), and the Catellus Corporation for redesign of the Etiwanda Boulevard at I-10 interchange. This project is being designed and constructed in three Phases, Phase I is the realignment of Valley Boulevard, Phase II is the reconstruction of the Etiwanda at I-10 interchange, and Phase III is the landscaping of the project. Phase I and Phase II will be completed by the end of 2002-03. Phase III will begin in 2003-04. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	16,858,156	1,477,489	100,152	629,000
Total Revenue	9,821,321	8,504,313	7,276,976	479,000
Fund Balance		(7,026,824)		150,000

Estimated expenditures for 2002-03 are approximately \$1.4 million less than budget. This is the result of work on Phase III being delayed until 2003-04, in addition to costs for Phase I and Phase II being less than projected. Correspondingly, revenues in the form of reimbursements from Caltrans and the Catellus Corporation for work completed are under budget as well.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - Etiwanda Interchange Improvements
 FUND: Special Revenue SVE TRA

FUNCTION: Public Ways/Facilities
 ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	27,622	997,489	-	-	997,489
Other Charges	-	20,000	-	-	20,000
Transfers	<u>72,530</u>	<u>460,000</u>	<u>-</u>	<u>-</u>	<u>460,000</u>
Total Appropriation	100,152	1,477,489	-	-	1,477,489
<u>Revenue</u>					
Use of Money & Prop	13,639	2,500	-	-	2,500
State, Fed or Gov't Aid	5,542,770	7,991,813	-	-	7,991,813
Other Revenue	1,720,567	510,000	-	-	510,000
Total Revenue	7,276,976	8,504,313	-	-	8,504,313
Fund Balance		(7,026,824)	-	-	(7,026,824)

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Etiwanda Interchange Improvements
FUND: Special Revenue SVE TRA

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

PUBLIC WORKS

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	997,489	(448,489)	549,000	-	549,000	-	549,000
Other Charges	20,000	(15,000)	5,000	-	5,000	-	5,000
Transfers	460,000	(385,000)	75,000	-	75,000	-	75,000
Total Appropriation	1,477,489	(848,489)	629,000	-	629,000	-	629,000
Revenue							
Use of Money & Prop	2,500	1,500	4,000	-	4,000	-	4,000
State, Fed or Gov't Aid	7,991,813	(7,541,813)	450,000	-	450,000	-	450,000
Other Revenue	<u>510,000</u>	<u>(485,000)</u>	<u>25,000</u>	-	<u>25,000</u>	-	<u>25,000</u>
Total Revenue	8,504,313	(8,025,313)	479,000	-	479,000	-	479,000
Fund Balance	(7,026,824)	7,176,824	150,000	-	150,000	-	150,000

Recommended Program Funded Adjustments

Services and Supplies	<u>(448,489)</u>	Decrease results from completion of Phase I and Phase II of project.
Other Charges	<u>(15,000)</u>	Decrease in anticipated right of way needs.
Transfers	<u>(385,000)</u>	Decrease in reimbursements to road fund for staff assigned to this project.
Total Appropriation	<u>(848,489)</u>	
Revenue		
Use of Money & Prop	<u>1,500</u>	Increase in interest revenue earned on the fund's cash balance.
State, Fed or Gov't Aid	<u>(7,541,813)</u>	Decrease in reimbursements from the state based on work completed in 2002-03.
Other Revenue	<u>(485,000)</u>	Decrease in reimbursements from Catellus based on construction completed in 2002-03.
Total Revenue	<u>(8,025,313)</u>	
Fund Balance	<u>7,176,824</u>	

6-9-62

PUBLIC WORKS

BUDGET UNIT: HIGH DESERT CORRIDOR PROJECT (SWL TRA)

I. GENERAL PROGRAM STATEMENT

In 2000-01, the Board of Supervisors approved a cooperative agreement between the County, the City of Victorville, and the Town of Apple Valley. This agreement allows for the beginning of environmental studies and preliminary engineering for an east/west high desert corridor. This corridor will be north of Victorville from Highway 395 through the Town of Apple Valley. In accordance with the cooperative agreement, the city and the town will reimburse the county for all costs related to this project. This budget unit was established to separately account for expenditures and revenues related to this project. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	648,400	217,039	839,300
Total Revenue	201,943	446,457	82,171	772,225
Fund Balance		201,943		67,075

Initial coordination between the City of Victorville and Caltrans resulted in delaying the start of this project. This delay produced less than anticipated appropriation and revenue for 2002-03.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - High Desert corridor
FUND: Special Revenue SWL TRA

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	17,697	30,400	-	-	30,400
Transfers	<u>199,342</u>	<u>618,000</u>	<u>-</u>	<u>-</u>	<u>618,000</u>
Total Appropriation	217,039	648,400	-	-	648,400
<u>Revenue</u>					
Use of Money & Prop	7,500	8,000	-	-	8,000
State, Fed or Gov't Aid	<u>74,671</u>	<u>438,457</u>	<u>-</u>	<u>-</u>	<u>438,457</u>
Total Revenue	82,171	446,457	-	-	446,457
Fund Balance		201,943	-	-	201,943

GROUP: Economic Development/Public Services
DEPARTMENT: Public Ways - High Desert Corridor
FUND: Special Revenue SWL TRA

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	30,400	208,900	239,300		239,300	-	239,300
Transfers	618,000	(18,000)	600,000	-	600,000	-	600,000
Total Appropriation	648,400	190,900	839,300	-	839,300	-	839,300
Revenue							
Use of Money & Prop	8,000	(4,400)	3,600	-	3,600	-	3,600
State, Fed or Gov't Aid	<u>438,457</u>	<u>330,168</u>	<u>768,625</u>	-	<u>768,625</u>	-	<u>768,625</u>
Total Revenue	446,457	325,768	772,225	-	772,225	-	772,225
Fund Balance	201,943	(134,868)	67,075	-	67,075	-	67,075

Recommended Program Funded Adjustments

Services and Supplies	<u>208,900</u>	Increase in anticipated use of outside professional services for High Desert Corridor Project.
Transfers	<u>(18,000)</u>	Decrease in anticipated labor for High Desert Corridor Project.
Total Appropriation	<u>190,900</u>	
Revenue		
Use of Money & Prop	<u>(4,400)</u>	Decrease in interest based on less fund balance.
State, Fed or Gov't Aid	<u>330,168</u>	Increase in reimbursements from the City of Victorville to offset the costs of this project.
Total Revenue	<u>325,768</u>	
Fund Balance	<u>134,868</u>	

PUBLIC WORKS

BUDGET UNIT: DEVELOPMENT PROJECTS (SWB, SWD, SWG, SWJ, SWM, SWN, SWO, SWQ, SWX, SXP)

I. GENERAL PROGRAM STATEMENT

The transportation facilities development fee funds are established by county ordinance to collect fees on new construction in the areas of Big Bear, Helendale/Oro Grande, Rancho Cucamonga, Yucaipa, High Desert, Oak Hills, Oak Glen, and Southeast Apple Valley. These fees provide funds for construction of roads in the established fee area that will ultimately be incorporated into the county road system. Funds must be spent in the area in which they are collected. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	202,394	3,131,112	93,526	3,760,952
Total Revenue	571,893	631,421	575,044	779,743
Fund Balance		2,499,691		2,981,209

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Development Projects
FUND: Spjecial Revenue SWB, SWD, SWJ, SWM, SWN
SWO, SWQ, SWX, SXP

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	208,260	2,915,883	-	-	2,915,883
Other Charges	-	-	-	-	-
Transfers	50,291	380,229	-	-	380,229
Total Expen Authority	258,551	3,296,112	-	-	3,296,112
Reimbursements	<u>(165,025)</u>	<u>(165,000)</u>	<u>-</u>	<u>-</u>	<u>(165,000)</u>
Total Appropriation	93,526	3,131,112	-	-	3,131,112
<u>Revenue</u>					
Use of Money & Prop	91,032	113,275	-	-	113,275
Current Services	500,646	518,146	-	-	518,146
Other Revenue	<u>(16,634)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	575,044	631,421	-	-	631,421
Fund Balance		2,499,691	-	-	2,499,691

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Development Projects
FUND: Special Revenue SWB, SWD, SWJ, SWM, SWN
SWO, SWQ, SWX, SXP

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	2,915,883	188,169	3,104,052	-	3,104,052	-	3,104,052
Other Charges	-	120,000	120,000	-	120,000	-	120,000
Transfers	<u>380,229</u>	<u>156,671</u>	<u>536,900</u>	-	<u>536,900</u>	-	<u>536,900</u>
Total Expen Authority	3,296,112	464,840	3,760,952	-	3,760,952	-	3,760,952
Reimbursements	<u>(165,000)</u>	<u>165,000</u>	<u>-</u>	-	<u>-</u>	-	<u>-</u>
Total Oper Expense	3,131,112	629,840	3,760,952	-	3,760,952	-	3,760,952
Revenue							
Use of Money & Prop	113,275	(23,715)	89,560	-	89,560	-	89,560
Current Services	518,146	172,037	690,183	-	690,183	-	690,183
Other Revenue	<u>-</u>	<u>-</u>	<u>-</u>	-	<u>-</u>	-	<u>-</u>
Total Revenue	631,421	148,322	779,743	-	779,743	-	779,743
Fund Balance	2,499,691	481,518	2,981,209	-	2,981,209		2,981,209

Recommended Program Funded Adjustments

Services and Supplies	<u>188,169</u>	Increase based on current construction program.
Other Charges	<u>120,000</u>	Increase based on anticipated Right of Way needs for current construction program.
Transfers	<u>156,671</u>	Increase based on anticipated labor for 2003-04.
Reimbursements	<u>165,000</u>	Decrease due to completion of prior year projects financed by Measure I Funds.
Total Appropriation	<u>629,840</u>	
Revenue		
Use of Money & Prop	<u>(23,715)</u>	Decrease in interest based on 2002-03 estimates.
Current Services	<u>172,037</u>	Increase due to development in Summit Valley, Oak Hills (Zones A & B), and High Desert.
Total Revenue	<u>148,322</u>	
Fund Balance	<u>481,518</u>	

PUBLIC WORKS

BUDGET UNIT: MEASURE I FUNDS (RRR, RRS, RRT, RRU, RRV, RWR, RWS, RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW)

I. GENERAL PROGRAM STATEMENT

Measure I was approved by the voters in November 1989, to provide funds for transit support, congestion relief, and safety improvements to roads. The primary source of funds is from a countywide one-half percent sales tax. Budget units were established for Measure I to separately manage the funds collected. The county is divided into six subareas: Barstow, Morongo, mountains, Needles, Victor Valley, and San Bernardino Valley. Funds must be spent in the subarea in which they are collected. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	6,407,657	25,400,625	10,655,987	21,434,383
Total Revenue	6,890,612	9,182,484	7,078,365	8,793,864
Fund Balance		16,218,141		12,640,519

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

The 2002-03 estimated revenues are \$2,104,119 less than budgeted due to the outstanding balance of revenues due from the City of Fontana (\$2,000,000) and the State of California (\$250,000) for their participation in the Slover Avenue and Beekley Road projects, respectively. The Slover Avenue project, previously scheduled for construction in 2002-03, is now expected to commence during the fall of 2003. The Beekley project is expected to be completed in June, 2003, however a \$250,000 final billing to the state is not expected to be received until 2003-04.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services

FUNCTION: Public Ways/Facilities

DEPARTMENT: Public Works - Measure I Funds

ACTIVITY: Transportation System

FUND: Special Revenue - RRR, RRS, RRT, RRV, RWR, RWS
RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Services and Supplies	10,166,438	22,669,528	-	-	22,669,528
Other Charges	740	304,500	-	-	304,500
Transfers	1,913,809	3,601,597	-	-	3,601,597
Total Exp Authority	12,080,987	26,575,625	-	-	26,575,625
Reimbursements	<u>(1,425,000)</u>	<u>(1,175,000)</u>	<u>-</u>	<u>-</u>	<u>(1,175,000)</u>
Total Appropriation	10,655,987	25,400,625	-	-	25,400,625
<u>Revenue</u>					
Taxes	5,814,421	5,444,609	-	-	5,444,609
Use of Money & Prop	532,706	690,875	-	-	690,875
Current Services	136,524	2,297,000	-	-	2,297,000
State, Fed or Gov't Aid	560,622	750,000	-	-	750,000
Other Revenue	<u>34,092</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	7,078,365	9,182,484	-	-	9,182,484
Fund Balance		16,218,141	-	-	16,218,141

GROUP: Economic Development/Public Services

FUNCTION: Public Ways/Facilities

DEPARTMENT: Public Ways - Measure I Funds

ACTIVITY: Transportation System

FUND: Special Revenue - RRR, RRS, RRT, RRV, RWR, RWS

RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Services and Supplies	22,669,528	(4,314,120)	18,355,408	-	18,355,408	-	18,355,408
Other Charges	304,500	(85,500)	219,000	-	219,000	-	219,000
Transfers	3,601,597	(641,622)	2,959,975	-	2,959,975	-	2,959,975
Total Exp Authority	26,575,625	(5,041,242)	21,534,383	-	21,534,383	-	21,534,383
Reimbursements	(1,175,000)	1,075,000	(100,000)	-	(100,000)	-	(100,000)
Total Appropriation	25,400,625	(3,966,242)	21,434,383	-	21,434,383	-	21,434,383
<u>Revenue</u>							
Taxes	5,444,609	341,813	5,786,422	-	5,786,422	-	5,786,422
Use of Money & Prop	690,875	(391,433)	299,442	-	299,442	-	299,442
Current Services	2,297,000	(50,000)	2,247,000	-	2,247,000	-	2,247,000
State, Fed or Gov't Aid	750,000	(290,000)	460,000	-	460,000	-	460,000
Other Revenue	-	1,000	1,000	-	1,000	-	1,000
Total Revenue	9,182,484	(388,620)	8,793,864	-	8,793,864	-	8,793,864
Fund Balance	16,218,141	(3,577,622)	12,640,519	-	12,640,519	-	12,640,519

PUBLIC WORKS

Recommended Program Funded Adjustments

Services and Supplies	(4,314,120)	Decrease primarily due to the completion of various larger projects including: Rock Springs Road realignment, Beekley Road signal and paving, and overlays on Irwin Road, Maple Lane and North Bay Road.
Other Charges	(85,500)	Decrease because less right of way needs are anticipated in 2003-04.
Transfers	(641,622)	Decrease in transfers due to \$357,522 less in anticipated salary and labor costs for projects in 2003-04. Also, decrease of approximately \$300,000 from other funds for their participation in various projects which were completed in 2002-03.
Reimbursements	1,075,000	Decrease in anticipated reimbursements due to the completion of Rock Springs Road and Beekley Road.
Total Appropriation	(3,966,242)	
Revenue		
Taxes	341,813	Increase based on half-cent sales tax revenue projections.
Use of Money & Prop	(391,433)	Reduction in interest revenues due to a significant decrease in cash balances because of the completion of various projects.
Current Services	(50,000)	Reduced revenues from local agencies due to fewer participation projects.
State, Fed or Gov't Aid	(290,000)	Decrease in state aid primarily because of the completion of Beekley Road.
Other Revenue	1,000	Revenues anticipated from sales of plans and specifications for projects being advertised.
Total Revenue	(388,620)	
Fund Balance	(3,577,622)	

PUBLIC WORKS

SOLID WASTE MANAGEMENT SUMMARY

	2003-04				
	Operating Expense	Financing	Revenue Over/(Under)	Fixed Assets	Staffing
Operations	46,513,636	45,543,580	(970,056)	-	74.4
Site Closure/Maintenance	10,806,246	10,059,246	(747,000)	8,694,365	-
Site Enhancement/Expand	3,806,788	8,204,667	4,397,879	9,686,116	-
Groundwater Remediation	3,422,934	9,283,976	5,861,042	5,861,042	-
Environmental Mitigation	2,003,000	2,095,595	92,595	100,000	-
TOTAL	66,552,604	75,187,064	8,634,460	24,341,523	74.4

**BUDGET UNIT: SOLID WASTE MANAGEMENT OPERATIONS (EAA SWM)
RECYCLING PROGRAMS (EWE SWM)
FINANCIAL ASSURANCE (EAN SWM)
WASTE CHARACTERIZATION (EWC SWM)**

I. GENERAL PROGRAM STATEMENT

The Solid Waste Management Division (SWMD) is responsible for the operation and management of the County of San Bernardino's solid waste disposal system, which consists of 6 regional landfills, 8 transfer stations, oversight and/or post-closure maintenance at 28 inactive or closed landfills and waste disposal sites throughout the County. SWMD provides scale operations and maintenance; accounts payable/receivable; engineering, design, and construction management; and education and waste diversion. SWMD provides oversight, direction, guidance and control of the contractor, Burrtec Waste Industries, Inc. (Burrtec), for the daily operations of the county's active landfills, transfer stations, and maintenance of the inactive and closed landfills. In its contract administrative role, SWMD provides both general and specific direction to Burrtec in implementing county policies and procedures pertaining to the operations of the county's solid waste system. SWMD also monitors Burrtec's performance under the contract. SWMD maintains direct coordination with all regulatory agencies and liaison activities with customers, including cities, refuse haulers, and citizens. SWMD receives state and federal grant monies, county and private industry matching funds to be used to further the education and outreach for waste reduction, reuse and recycling programs. In addition, SWMD is funding a waste characterization study analyzing the unincorporated waste stream material type, source, and location.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	38,394,270	42,323,884	45,749,336	46,513,636
Total Financing Sources	40,154,555	43,827,202	50,957,947	45,543,580
Revenue Over (Under) Exp	1,760,285	1,503,318	5,208,611	(970,056)
Budgeted Staffing		62.3		74.4
Fixed Assets	17,512	223,965	356,935	-
<u>Workload Indicators</u>				
Total Tonnage	1,142,707	1,313,700	1,357,600	1,432,600
Active Facilities	14	14	14	14
Inactive Facilities	28	28	28	28

Estimated operating expenses for 2002-03 are approximately \$3.4 million greater than budget. This overage is primarily due to a new Environmental Insurance Policy that required SWMD to fund a one-time deductible account increase in the amount of \$1.9 million, as well as the Environmental Protection Agency adding perchlorate to the list of chemicals to be monitored in drinking water requiring SWMD to spend \$1.7 million for an investigation at the Mid-Valley Landfill. These extraordinary expenses were more than offset by increased revenues of \$6,893,827. This excess amount is primarily due to the anticipated transfer of approximately \$6.5 million of NORCAL settlement funds to SWMD. An item recommending approval of this allocation of funds will be presented to the Board of Supervisors for its consideration prior to June 30, 2003. In addition to these NORCAL settlement funds, SWMD revenues exceeded budget by approximately \$400,000 due to the estimated amount of waste received at County landfills and transfer stations being more than was originally projected.

PUBLIC WORKS

The Workload Indicator for total tonnage has been increased by 118,900 tons in 2003-04 to reflect the following: an additional 75,000 tons of Article 19 waste (in accordance with Article 19 of Contract No, 01-237), Burrtec can deliver between 250,000 and 300,000 tons/year of in-county solid waste that is not currently being conveyed into the County disposal system) and an additional 43,900 tons resulting from franchise service growth and increased populations.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in mid-year adjustments is an increase of 8.0 Equipment Operators to respond to the bark beetle infestation. SWMD is recommending a 4.1 increase in budgeted staffing. This increase is comprised of the following: 1.0 Recycling Specialist to assist with the Source Reduction and Recycling Element of AB 939 for the purpose of increasing the current 43% diversion credit up to the state mandated 50%, 1.0 Scale Operator to support existing staff with increased workload demands anticipated in 2003-04 at the various landfills and transfer stations, 1.0 Planner III to provide assistance for groundwater monitoring and landfill gas programs, as well as to assist SWMD with short term projects such as the bark beetle infestation and the perchlorate investigation, 1.0 Staff Analyst II to perform long range financial planning including exploring grant opportunities and seeking new markets to increase SWMD's revenue base, and 0.1 for additional overtime costs.

PROGRAM CHANGES

SWMD is proposing a television and computer monitor (CRT) collection program at the landfills and transfer stations for third party processing. This program is a proposed solution to the Department of Toxic Substance Control's ban on television and computer monitor disposal at Class III landfills. SWMD estimates the collection of approximately 7,200 televisions and computer monitors at a processing cost of \$20/unit for an annual expense of \$144,000. The CRT program costs are expected to be funded by redirecting \$72,000 from the Education and Outreach Committee funds and \$72,000 to be generated from a new \$10.00 fee recommended for approval with the adoption of the 2003-04 fee ordinance.

OTHER CHANGES

SWMD's 2003-04 budget contains the impact of changes in accordance with contractual agreements with the fifteen Waste Delivery Agreement (WDA) cities and Burrtec for Article 19 waste. For 2003-04, the WDA refuse fee will be increased by \$1.10/ton for inflationary costs, producing an additional \$600,000 in annual revenue for SWMD. The Article 19 waste refuse fee will be increased by \$0.61/ton for inflationary costs, producing an additional \$100,000 per year in revenue.

IV. VACANT POSITION IMPACT

The department has a total of 4.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>4.0</u>	Retain
Total Vacant	4.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

SWMD is proposing a \$1.04/ton increase in the ordinary refuse fee from \$33.52/ton to \$34.56/ton to maintain parity with the WDA disposal fee. If approved, this adjustment would produce additional revenues in the amount of \$400,000 per year.

SWMD is also proposing a new fee for the collection of televisions and computer monitors (CRTs). The new fee is proposed at \$10.00 per unit and is expected to provide an additional \$72,000 to offset one-half of the \$20.00 per unit processing cost. As mentioned above, the remaining one-half of the processing cost will be from redirected Education and Outreach Committee funds.

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - Solid Waste Operations & Recycling Pr
 FUND: EAA SWM, EWE SWM

FUNCTION: Health and Sanitation
 ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	3,405,806	3,427,618	328,859	467,790	4,224,267
Services and Supplies	28,860,883	26,189,996	-	312,000	26,501,996
Central Computer	28,878	28,878	(8,213)	-	20,665
Other Charges	5,938,631	6,707,282	-	-	6,707,282
Transfers	1,015,138	184,000	-	-	184,000
Total Appropriations	39,249,336	36,537,774	320,646	779,790	37,638,210
Operating Transfers Out	6,500,000	5,786,110	-	-	5,786,110
Total Operating Expenses	45,749,336	42,323,884	320,646	779,790	43,424,320
<u>Revenue</u>					
Licenses & Permits	900,000	770,000	-	-	770,000
Taxes	7,164,436	6,890,500	-	-	6,890,500
Use of Money & Prop	251,046	162,000	-	-	162,000
State, Fed or Gov't Aid	83,007	-	-	779,790	779,790
Current Services	34,916,328	34,237,586	320,646	-	34,558,232
Other Revenue	7,406,212	1,767,116	-	-	1,767,116
Total Revenue	50,721,029	43,827,202	320,646	779,790	44,927,638
Operating Transfers In	236,918	-	-	-	-
Total Financing Sources	50,957,947	43,827,202	320,646	779,790	44,927,638
Revenue Over/(Under) Exp	5,208,611	1,503,318	-	-	1,503,318
Budgeted Staffing		62.3	-	8.0	70.3
<u>Fixed Asset Exp</u>					
Improvement to Land	-	15,000	-	-	15,000
Equipment	356,935	208,965	-	-	208,965
Total Fixed Asset Exp	356,935	223,965	-	-	223,965

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Operations & Recycling Program
FUND: Enterprise EAA SWM, EWE SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

PUBLIC WORKS

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	4,224,267	502,310	4,726,577	-	4,726,577	-	4,726,577
Services and Supplies	26,501,996	2,071,774	28,573,770	-	28,573,770	-	28,573,770
Central Computer	20,665	-	20,665	-	20,665	-	20,665
Other Charges	6,707,282	1,200,419	7,907,701	-	7,907,701	-	7,907,701
Transfers	184,000	100,923	284,923	-	284,923	-	284,923
Total Appropriations	37,638,210	3,875,426	41,513,636	-	41,513,636	-	41,513,636
Operating Transfers Out	5,786,110	(786,110)	5,000,000	-	5,000,000	-	5,000,000
Total Operating Exp	43,424,320	3,089,316	46,513,636	-	46,513,636	-	46,513,636
<u>Revenue</u>							
Licenses & Permits	770,000	130,000	900,000	-	900,000	-	900,000
Taxes	6,890,500	273,936	7,164,436	-	7,164,436	-	7,164,436
Use of Money & Prop	162,000	84,679	246,679	-	246,679	-	246,679
State, Fed or Gov't Aid	779,790	-	779,790	-	779,790	-	779,790
Current Services	34,558,232	1,756,129	36,314,361	-	36,314,361	-	36,314,361
Other Revenue	1,767,116	(1,756,802)	10,314	-	10,314	-	10,314
Total Revenue	44,927,638	487,942	45,415,580	-	45,415,580	-	45,415,580
Operating Transfers In	-	128,000	128,000	-	128,000	-	128,000
Total Financing Sources	44,927,638	615,942	45,543,580	-	45,543,580	-	45,543,580
Total Rev Over/(Under) Exp	1,503,318	(2,473,374)	(970,056)	-	(970,056)	-	(970,056)
Budgeted Staffing	70.3	4.1	74.4		74.4	-	74.4
<u>Fixed Asset Exp</u>							
Improvements to Land	15,000	(15,000)	-	-	-	-	-
Equipment	208,965	(208,965)	-	-	-	-	-
Total Fixed Asset Exp	223,965	(223,965)	-	-	-	-	-

6-9-76

PUBLIC WORKS

Base Year Adjustments

Salaries and Benefits	99,093	MOU.
	42,860	Retirement.
	<u>186,906</u>	Risk Management Workers' Comp.
	<u>328,859</u>	Increased for 3% COLA \$99,093, Workers Comp \$42,860 and Retirement contribution \$186,906.
Central Computer	<u>(8,213)</u>	
Total Operating Expense	<u>320,646</u>	
Total Revenue	<u>320,646</u>	Additional current services revenue to offset the above cost increases.
Revenue Over/(Under) Exp	<u>-</u>	

Mid-Year Adjustments

Salaries and Benefits	<u>467,790</u>	Addition of 4.0 Equipment Operator III's and 4.0 Equipment Operator II's in accordance with Board action on April 8, 2003 to respond to the bark beetle infestation.
Services and Supplies	<u>312,000</u>	Amount approved by the Board on April 8, 2003 for bin hauling services for wood waste and slash/debris removal in relation to the bark beetle infestation.
Total Operating Expense	<u>779,790</u>	
Revenue		
State, Fed or Gov't Aid	<u>779,790</u>	FEMA grant to fund the above bark beetle related costs.
Revenue Over/(Under) Exp	<u>-</u>	

PUBLIC WORKS

Recommended Program Funded Adjustments

Salaries and Benefits	267,310	Increased amount for the addition of 4.1 positions (1.0 Recycling Specialist, 1.0 Scale Operator, 1.0 Planner III, 1.0 Staff Analyst II, and 0.1 in overtime).
	157,500	Additional amount needed for step increases.
	77,500	Increase in reimbursements to other departments for direct salary charges.
	<u>502,310</u>	
Services and Supplies	1,078,060	Increased amount to Burrtec in 2003-04 for additional standard tonnage, excess tonnage, inflation, and incentive payment.
	735,552	Additional amount for design and management of capital projects for closed landfills and corrective actions.
	300,000	For Waste Characterization and Refuse Rate Study.
	150,000	Perchlorate investigation legal fees.
	50,000	Design of septic pond at the Landers Landfill.
	72,000	Increase for television and computer monitor disposition program at landfills and transfer stations.
	(81,810)	Reduction in special departmental expenses resulting in work now being done in-house.
	(150,000)	Less appropriations in 2003-04 due to office remodeling being completed in prior year.
	(82,028)	Reductions to a variety of other accounts.
	<u>2,071,774</u>	
Other Charges	1,200,419	Increase primarily due to the amount of additional Article 19 revenues that are being transferred to other SWMD funds for payment to WDA cities.
Transfers	<u>100,923</u>	Increased costs for ED/PSG charges, PWG payroll charges, and EHAP charges.
Total Appropriation	<u>3,875,426</u>	
Operating Transfers Out	(786,110)	Reduction mainly due to decreased operating transfers to other SWMD funds for capital project design work.
Total Operating Expenses	<u>3,089,316</u>	
Revenue		
Licenses & Permits	<u>130,000</u>	Increased franchise and permit fees based on additional tonnage and inflation.
Taxes	<u>273,936</u>	Increased interest and penalties on delinquent taxes.
Use of Money & Prop	<u>84,679</u>	Increased interest revenue based on greater cash balance.
Current Services	1,756,129	Increase based on additional anticipated tonnage (including Article 19 tonnage), and inflationary increases for contracts with WDA cities.
Other Revenue	(1,756,802)	Prior year revenues are not being rebudgeted in 2003-04.
Total Revenue	<u>487,942</u>	
Operating Transfers In	<u>128,000</u>	Increase in transfers from other SWMD Funds is anticipated in 2003-04.
Total Financing Sources	<u>1,439,548</u>	
Revenue Over/(Under) Exp	<u>(2,473,374)</u>	
Fixed Asset Exp		
Improvement to Land	(15,000)	Delete funding. No scale house improvements or weather stations budgeted.
Equipment	<u>(208,965)</u>	Delete funding. No equipment items budgeted.
Total Fixed Asset Exp	<u>(223,965)</u>	

PUBLIC WORKS

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	4.0	4.0	356,904	356,904	-
Total Vacant	4.0	4.0	356,904	356,904	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
<u>Vacant Budgeted In Recruitment - Retain</u>					
Public Works Engineer II	74375	1.0	84,884	84,884	-
Public Works Engineer II	74378	1.0	83,230	83,230	-
Public Works Engineer IV	09117	1.0	119,145	119,145	-
Staff Analyst II	00006	1.0	69,645	69,645	-
Total in Recruitment Retain		4.0	356,904	356,904	-

PUBLIC WORKS

Solid Waste Management Division
EAA SWM 2445 - CAPITAL PROJECTS TECHNICAL SUPPORT
PROJECT LIST
For Fiscal Year 2003/2004

3/26/03

Project Description	Project Budget Amount	Budget Totals
Carry-Over Projects		
Active Sites Non-Routine LFG O&M - Colton, Mid-Valley, San Timoteo	\$ 75,000	
Septage Ponds Vadose Zone Monitoring - Surface Impoundments - Barstow	\$ 1,500	
Active Site Repermitting - San Timoteo CEQA / Minor permit Revisions - various landfills / Barstow Negative Declaration	\$ 10,000	
Water Quality Monitoring & Response Program (Active Site Groundwater/Vadose Monitoring & Lab Analysis/Purgewater Disposal)	\$ 10,000	
Investigation of Perchlorate in Groundwater at Mid-Valley Sanitary Landfill:		
Legal Services	\$ 54,000	
Crestmore Disposal Site - Soil Analysis	\$ 4,000	
Total EAA Carry-Over Projects		\$ 154,500
New Projects		
Active Sites Routine LFG O&M - Colton, Mid-Valley, San Timoteo	\$ 948,908	
Active Sites Non-Routine LFG O&M - Colton, Mid-Valley, San Timoteo	\$ 400,000	
Septage Ponds Vadose Zone Monitoring - Surface Impoundments - Barstow	\$ 10,000	
Water Quality Monitoring & Response Program (Active Site Groundwater/Vadose Monitoring & Lab Analysis/Purgewater Disposal)	\$ 318,855	
Flare Station Utilities / Fuel (includes diesel fuel for generator at Hesperia)	\$ 175,000	
Aerial Photography / Mapping / Surveying	\$ 150,000	
Annual Density Reports	\$ 5,000	
Active Site NPDES Requirements	\$ 25,000	
WDR Annual Fees (Active & Inactive Sites)	\$ 188,000	
AQMD & OTHER Permit Fees/Emission Fees (Active and Inactive)	\$ 16,500	
Active Site CEQA / Minor RDSI Revisions / Repermitting	\$ 100,000	
Mitigation Monitoring	\$ 50,000	
General Plan Amendment - former BLM sites (Barstow, Hesperia, Landers, Newberry, Newberry Springs, Trona, Twentynine Palms, Victorville [area] & Yermo	\$ 5,000	
Technical Support for Groundwater-Related Regulatory Issues (EMP, EFS, CAP activities)	\$ 75,000	
Hydroseeding Activities - (Big Bear)	\$ 35,000	
Unforeseen Landfill Maintenance / Repairs	\$ 100,000	
Flood Control Permits - Annual Inspection Fees (Colton, Cooley Ranch, Plunge Creek)	\$ 5,000	
Investigation of Perchlorate in Groundwater at Mid-Valley Sanitary Landfill:		
Legal Services	\$ 150,000	
Mid-Valley Road Maintenance	\$ 200,000	
Total EAA New Projects		\$ 2,957,263
TOTAL EAA SWM 2445 - CAPITAL PROJECTS TECHNICAL SUPPORT		\$ 3,111,763

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Solid Waste Management Division (EAA SWM)
 PREPARED BY: Lori G. Cram, Accountant II
 PHONE #: 909-386-8733

PUBLIC WORKS

6-9-79b

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0222(a)(1) Ordinary	\$33.52	\$34.56	\$1.04	This fee increase is "inflationary" in nature, and will help the Division to maintain current service levels and pay back a greater portion of its annual General Fund obligation while facing such emergency items as the Bark Beetle Disease Cleanup. Also, the Waste Delivery Agreements [WDA] require an annual fiscal year cost-of-living adjustment be made to the WDA Refuse fee. When this fee was first implemented, a per ton spread was established between the WDA Refuse fee and the Ordinary Refuse fee. Each year since, the County has maintained at least the original minimum \$4.50/ton parity between these two fees by increasing the Ordinary Refuse fee.	Without the fee increase requested, the Division will have to substantially cut its annual General Fund obligation payments, or cut current service level programs, to help absorb the financial impact of maintaining parity between the two disposal fees while still funding such emergency items as the Bark Beetle Disease Cleanup.
16.0222(h)(3)(B) Hard to Handle	\$20.88	\$21.14	\$0.26	This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also.	If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken.
16.0222(h)(3)(C) Special Handling	\$20.88	\$21.14	\$0.26	This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also.	If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken.
16.0222(i)(1)(A) Non-Compacted	\$3.35	\$3.46	\$0.11	This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also.	If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken.
16.0222(i)(1)(B) Compacted	\$11.18	\$11.53	\$0.35	This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also.	If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken.
16.0222(h)(2)(D) TV/Monitor CRTs	\$0.00	\$10.00	\$10.00	This is a new disposal fee. It is needed to help fund the cost of collecting this waste and disposing of it outside of the County landfill system. This must be done to comply with recent California Department of Toxic Substance Control regulations.	If this new fee increase is not approved, the total approximate \$150,000 program cost will have to be fully covered by current revenues, which will further cut down on the Division's annual General Fund obligation payments.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Solid Waste Management Division (EAA SWM)
 PREPARED BY: Lori G. Cram, Accountant II
 PHONE #: 909-386-8733

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0222(a)(1) Ordinary	\$33.52	\$34.56	\$1.04	384,300	384,300	0	\$12,881,736.00	\$13,281,408.00	\$399,672.00
16.0222(h)(3)(B) Hard to Handle	\$20.88	\$21.14	\$0.26	200	200	0	\$4,176.00	\$4,228.00	\$52.00
16.0222(h)(3)(C) Special Handling	\$20.88	\$21.14	\$0.26	200	200	0	\$4,176.00	\$4,228.00	\$52.00
16.0222(i)(1)(A) Non-Compacted	\$3.35	\$3.46	\$0.11	0	0	0	\$0.00	\$0.00	\$0.00
16.0222(i)(1)(B) Compacted	\$11.18	\$11.53	\$0.35	0	0	0	\$0.00	\$0.00	\$0.00
16.0222(h)(2)(D) TV/Monitor CRTs	\$0.00	\$10.00	\$10.00	0	7,200	7,200	\$0.00	\$72,000.00	\$72,000.00
TOTAL THIS PAGE			\$12.02			7,200			\$471,776.00
GRAND TOTAL (All Page A's)			\$12.02			7,200			\$471,776.00

6-9-79c

PUBLIC WORKS

BUDGET UNIT: SOLID WASTE MANAGEMENT – SITE CLOSURE AND MAINTENANCE (EAB SWM)

I. GENERAL PROGRAM STATEMENT

The Site Closure and Maintenance Fund includes expenses and revenues for planning, permitting, construction, and design activities related to the closure of County landfill operations. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	(11,314)	939,285	950,292	10,806,246
Total Financing Sources	<u>6,234,267</u>	<u>8,355,325</u>	<u>9,770,029</u>	<u>10,059,246</u>
Revenue Over (Under) Exp	6,245,581	7,416,040	8,819,737	(747,000)
Fixed Assets	733,761	6,821,864	3,896,999	8,694,365

Estimated Operating Transfers In are \$1,311,194 more than budget. This excess amount is primarily due to less bond proceeds received by Fund EAB being forwarded to Fund EAL (Groundwater Remediation). Estimated Fixed Assets are \$2,924,865 less than budget resulting from various capital improvement projects not being completed during the year; consequently, appropriations for these projects have been carried over to 2003-04.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Site Closure & Maint
FUND: Enterprise EAB SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	950,292	939,285	-	-	939,285
Total Appropriation	950,292	939,285	-	-	939,285
Operating Transfer Out	-	-	-	-	-
Total Operating Expense	950,292	939,285	-	-	939,285
<u>Revenue</u>					
Use of Money & Prop	138,152	180,000	-	-	180,000
Taxes	9,500	9,500	-	-	9,500
Current Services	102,000	108,000	-	-	108,000
Other Revenue	3,893,747	3,742,389	-	-	3,742,389
Total Revenue	4,143,399	4,039,889	-	-	4,039,889
Operating Transfers In	5,626,630	4,315,436	-	-	4,315,436
Total Financing Sources	9,770,029	8,355,325	-	-	8,355,325
Total Rev Over/(Under) Exp	8,819,737	7,416,040	-	-	7,416,040
<u>Fixed Asset Exp</u>					
Improvements to Land	3,896,999	6,821,864	-	-	6,821,864
Total Fixed Asset Exp	3,896,999	6,821,864	-	-	6,821,864

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Site Closure & Maint
FUND: Enterprise EAB SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	939,285	594,027	1,533,312	-	1,533,312	-	1,533,312
Total Appropriation	939,285	594,027	1,533,312	-	1,533,312	-	1,533,312
Operating Transfer Out	-	9,272,934	9,272,934	-	9,272,934	-	9,272,934
Total Operating Expense	939,285	9,866,961	10,806,246	-	10,806,246	-	10,806,246
Revenue							
Use of Money & Prop	180,000	(41,848)	138,152	-	138,152	-	138,152
Taxes	9,500	-	9,500	-	9,500	-	9,500
Current Services	108,000	(3,000)	105,000	-	105,000	-	105,000
Other Revenue	3,742,389	(3,742,389)	-	-	-	-	-
Total Revenue	4,039,889	(3,787,237)	252,652	-	252,652	-	252,652
Operating Transfers In	4,315,436	5,491,158	9,806,594	-	9,806,594	-	9,806,594
Total Financing Sources	8,355,325	1,703,921	10,059,246	-	10,059,246	-	10,059,246
Total Rev Over/(Under) Exp	7,416,040	(8,163,040)	(747,000)	-	(747,000)	-	(747,000)
Fixed Asset Exp							
Improvements to Land	6,821,864	1,872,501	8,694,365	-	8,694,365	-	8,694,365
Total Fixed Asset Exp	6,821,864	1,872,501	8,694,365	-	8,694,365	-	8,694,365

PUBLIC WORKS

Recommended Program Funded Adjustments		
Services and Supplies	<u>594,027</u>	Increase in professional services is anticipated due to a carry-over of projects.
Total Operating Expense	<u>594,027</u>	
Operating Transfer Out	<u>9,272,934</u>	Additional bond proceeds to Expansion/Acquisition fund (EAC).
Total Requirements	<u>9,866,961</u>	
Revenue		
Use of Money and Prop	<u>(41,848)</u>	Decrease in interest on daily average bank balance.
Current Services	<u>(3,000)</u>	Decrease based on 2002-03 estimates.
Other Revenue	<u>(3,742,389)</u>	Decrease is a result of prior year revenues not being re-budgeted in 2003-04.
Total Revenue	<u>(3,787,237)</u>	
Operating Transfers In	<u>5,491,158</u>	Bond proceeds to be received to fund projects in 2003-04.
Total Financing Sources	<u>1,703,921</u>	
Revenue Over/(Under) Exp.	<u>(8,163,040)</u>	
Structures/Improvmts	<u>1,872,501</u>	Increase in closure construction is anticipated due to new projects.

PUBLIC WORKS

Solid Waste Management Division
EAB SWC - SITE CLOSURES AND MAINTENANCE
PROJECT LIST
For Fiscal Year 2003/2004

3/21/03

Project Description	Project Budget Amount	Budget Totals
<u>EAB SWC 2445 CARRY-OVER PROJECTS</u>		
Final Closure/Postclosure Maintenance Plans	\$ 12,130	
Phelan, Lucerne & Newberry Negative Flux Measurements	\$ 26,703	
Big Bear FCPMP	\$ 4,133	
Apple Valley - ACAP Closure Demonstration Project	\$ 36,375	
Milliken - Perimeter Landscape Plan	\$ 4,913	
Lenwood-Hinkley Final Closure Construction Design/Engineering Support	\$ 125,291	
29 Palms Final Closure Construction - CQA and CM	\$ 30,000	
29 Palms Final Closure - Constr. Engineering Support, Plan Revisions	\$ 66,387	
Hesperia Final Closure Construction - CQA & CM	\$ 300,000	
Hesperia Closure - Alternative Final Cover Evaluation	\$ 24,865	
Big Bear Closure - Initial Study	\$ 19,070	
Milliken Final Closure Construction, Phase 3 - CQA / CM / Design Oversight	\$ 35,000	
Mid-Valley South Mound Final Closure Construction - Design	\$ 50,000	
Heaps Peak LF - NPDES Permit	\$ 5,000	
Milliken - Alternative Cover Design & Closure Plan Addendum	\$ 50,761	
Milliken Bench Road Improvements	\$ 7,000	
Mid-Valley EFS for Conceptual Expansion Plan to Maximize Existing Footprint	\$ 24,000	
TOTAL EAB SWC 2445 CARRYOVER PROJECTS		\$ 821,628
<u>EAB SWC 2445 NEW PROJECTS</u>		
29 Palms Final Closure Construction - Plan Redesign	\$ 75,000	
29 Palms Final Closure Construction - CQA and CM	\$ 211,684	
Hesperia Final Closure Construction - Redesign/Engr. Support/Plan Revision	\$ 150,000	
Milliken Final Closure Construction - to complete CQA/CM/Design Oversight	\$ 200,000	
Lucerne Valley Final Closure Construction - Design/Engr Support	\$ 75,000	
TOTAL EAB SWC 2445 NEW PROJECTS		\$ 711,684
TOTAL EAB SWC 2445 PROJECTS		\$ 1,533,312
<u>EAB SWC 4010 CARRY-OVER PROJECTS</u>		
Milliken - Perimeter Landscape Plan	\$ 400,000	
Hesperia Closure Construction - Full	\$ 3,296,999	
TOTAL EAB SWC 4010 CARRY-OVER PROJECTS		\$ 3,696,999
<u>EAB SWC 4010 NEW PROJECTS</u>		
29 Palms Final Closure Construction - Full	\$ 2,800,000	
Milliken Final Closure Construction - Partial	\$ 1,197,366	
Big Bear - Final Cover Material Haul	\$ 200,000	
Lucerne Valley Final Closure Construction - Full	\$ 800,000	
TOTAL EAB SWC 4010 NEW PROJECTS		\$ 4,997,366
TOTAL EAB SWC 4010		\$ 8,694,365
TOTAL EAB SWC PROJECT BUDGET		\$ 10,227,677

PUBLIC WORKS**BUDGET UNIT: SOLID WASTE MANAGEMENT – SITE ENHANCEMENT,
EXPANSION & ACQUISITION (EAC SWM)****I. GENERAL PROGRAM STATEMENT**

The Site Enhancement, Expansion, and Acquisition Fund includes expenses and revenues for planning, permitting, construction, and design activities related to the expansion and/or enhancement of County landfill and transfer station operations. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	906,398	3,033,798	3,047,995	3,806,788
Total Financing Sources	5,648,791	5,246,861	6,202,038	8,204,667
Revenue Over (Under) Exp	4,742,393	2,213,063	3,154,043	4,397,879
Fixed Assets	1,423,631	2,213,063	2,420,000	9,686,116

Estimated revenues for 2002-03 are approximately \$2.5 million greater than budget. This overage is the result of unanticipated revenue from the prior year being carried over to the new fiscal year. Estimated Operating Transfers In are \$1,577,593 below budget due to bond proceeds for the reimbursement of capital projects being less than anticipated.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS**STAFFING CHANGES**

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Site Enhancement
FUND: Enterprise EAC SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	3,047,995	3,033,798	-	-	3,033,798
Total Appropriation	3,047,995	3,033,798	-	-	3,033,798
Operating Transfer Out	-	-	-	-	-
Total Operating Expense	3,047,995	3,033,798	-	-	3,033,798
<u>Revenue</u>					
Use of Money & Prop	117,205	15,000	-	-	15,000
Current Services	636,000	1,858,500	-	-	1,858,500
Other Revenue	4,128,899	475,834	-	-	475,834
Total Revenue	4,882,104	2,349,334	-	-	2,349,334
Operating Transfer In	1,319,934	2,897,527	-	-	2,897,527
Total Financing Sources	6,202,038	5,246,861	-	-	5,246,861
Revenue Over/(Under) Exp	3,154,043	2,213,063	-	-	2,213,063
<u>Fixed Asset Exp</u>					
Land	20,000	13,063	-	-	13,063
Improvement to Land	2,400,000	2,200,000	-	-	2,200,000
Total Fixed Asset Exp.	2,420,000	2,213,063	-	-	2,213,063

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Site Enhancement
FUND: Enterprise EAC SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

PUBLIC WORKS

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	3,033,798	(99,604)	2,934,194	-	2,934,194	-	2,934,194
Total Appropriation	3,033,798	(99,604)	2,934,194	-	2,934,194	-	2,934,194
Operating Transfer Out	-	872,594	872,594	-	872,594	-	872,594
Total Operating Expense	3,033,798	772,990	3,806,788	-	3,806,788	-	3,806,788
Revenue							
Use of Money & Prop	15,000	102,205	117,205	-	117,205	-	117,205
Current Services	1,858,500	(1,198,500)	660,000	-	660,000	-	660,000
Other Revenue	475,834	(475,834)	-	-	-	-	-
Total Revenue	2,349,334	(1,572,129)	777,205	-	777,205	-	777,205
Operating Transfers In	2,897,527	4,529,935	7,427,462	-	7,427,462	-	7,427,462
Total Financing Sources	5,246,861	2,957,806	8,204,667	-	8,204,667	-	8,204,667
Total Rev Over/(Under) Exp	2,213,063	2,184,816	4,397,879	-	4,397,879	-	4,397,879
Fixed Asset Exp							
Land	13,063	6,937	20,000	-	20,000	-	20,000
Improvements to Land	2,200,000	7,466,116	9,666,116	-	9,666,116	-	9,666,116
Total Fixed Asset Exp	2,213,063	7,473,053	9,686,116	-	9,686,116	-	9,686,116

6-9-86

PUBLIC WORKS

Recommended Program Funded Adjustments		
Services and Supplies	<u>(99,604)</u>	Decrease in professional services for new projects.
Total Appropriation	<u>(99,604)</u>	
Operating Transfer Out	<u>872,594</u>	Return of funds to Site Closure & Maintenance fund (EAB).
Total Operating Expense	<u>772,990</u>	
Revenue		
Use of Money	<u>102,205</u>	Increased interest on daily average bank balance.
Current Services	<u>(1,198,500)</u>	Decrease due to net Article 19 profit being kept in Fund EAA to help fund the payment to the General Fund and for special projects.
Other Revenue	<u>(475,834)</u>	Decrease is a result of prior year revenues not being re-budgeted in 2003-04.
Total Revenue	<u>(1,572,129)</u>	
Operating Transfer In	<u>4,529,935</u>	Additional Bond Reimbursements from Trustee are anticipated in 2003-04.
Total Financing Sources	<u>2,957,806</u>	
Rev Over/(Under) Exp	<u>2,184,816</u>	
Fixed Assets		
Land	<u>6,937</u>	Continuing work with the Bureau of Land Management regarding the Barstow Land Transfer Project.
Structures/Imprmts	<u>7,466,116</u>	Includes additional funding of approximately \$7.3M for Mid-Valley Sanitary Landfill for liner expansion.
Total Fixed Assets	<u>7,473,053</u>	

PUBLIC WORKS

Solid Waste Management Division
EAC SWF - SITE ENHANCEMENT, EXPANSION AND ACQUISITION
PROJECT LIST
For Fiscal Year 2003/2004

4/15/03

Project Description	Project Budget Amount	Budget Totals
<u>EAC SWF 2445 CARRY-OVER PROJECTS</u>		
Barstow Landfill - Tortoise Monitoring	\$ 9,514	
BLM Mitigation/HCP (Victorville)	\$ 15,698	
Mid-Valley Expansion Environmental Permitting	\$ 8,156	
Barstow CUP/JTD/SWFP - Lateral Expansion	\$ 389,943	
Victorville Expansion SWFP/WDR	\$ 292,673	
Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Engineering Support	\$ 87,000	
Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Construction Management/CQA	\$ 75,000	
Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Construction	\$ 355,487	
Barstow Sanitary Landfill - Consultation/Monitoring	\$ 4,083	
San Timoteo Detention Basin/Storm Drain Design	\$ 21,258	
Mid-Valley Unit 3 Phase 2 Liner Design, Engineering Support, CQA	\$ 220,382	
Mid-Valley Unit 3 Phase 2 Liner Construction - CM	\$ 160,000	
Mid-Valley South Alder Construction Engineering Support	\$ 10,000	
Barstow Expansion CEQA (EIR)	\$ 203,000	
Victorville Expansion CEQA (EIR)	\$ 125,000	
Mid-Valley Unit 3 Phase 2 Liner Construction - Temporary earthen road construction	\$ 7,000	
San Timoteo Unit 3 Expansion CEQA	\$ 150,000	
TOTAL EAC SWF 2445 CARRYOVER PROJECTS		\$ 2,134,194
<u>EAC SWF 2445 NEW PROJECTS</u>		
Victorville Expansion CEQA (EIR)	\$ 50,000	
Mid-Valley Unit 3 Phase 2 Liner Construction - CM	\$ 20,000	
San Timoteo Unit 3 Expansion Liner Design & Engineering Support	\$ 200,000	
Mid-Valley Unit 3 Phase 3 Construction - Liner Design & CQA	\$ 275,000	
Mid-Valley Unit 3 Phase 3 Construction - CM	\$ 200,000	
Mid-Valley Environmental Permitting	\$ 40,000	
Reclamation Plan Updates	\$ 15,000	
TOTAL EAC SWF 2445 NEW PROJECTS		\$ 800,000
TOTAL EAC SWF 2445 PROJECTS		\$ 2,934,194
<u>EAC SWF 4005 CARRY-OVER PROJECTS</u>		
BLM - Barstow Land Transfer Project	\$ 20,000	
TOTAL EAC SWF 4005 CARRYOVER PROJECTS		\$ 20,000
TOTAL EAC SWF 4005 PROJECTS		\$ 20,000
<u>EAC SWF 4010 CARRY-OVER PROJECTS</u>		
Mid-Valley Unit 3 Phase 2 Liner Construction	\$ 2,400,000	
TOTAL EAC SWF 4010 CARRYOVER PROJECTS		\$ 2,400,000
<u>EAC SWF 4010 NEW PROJECTS</u>		
Mid-Valley Unit 3 Phase 3 Liner Construction	\$ 3,500,000	
Additional funding for Mid-Valley liner expansion	\$ 3,766,116	
TOTAL EAC SWF 4010 NEW PROJECTS		\$ 7,266,116
TOTAL EAC SWF FIXED ASSETS		\$ 9,686,116
TOTAL EAC SWF PROJECT BUDGET		\$ 12,620,310

PUBLIC WORKS

BUDGET UNIT: SOLID WASTE MGMT GROUNDWATER REMEDIATION (EAL SWM)

I. GENERAL PROGRAM STATEMENT

The Groundwater Remediation Fund includes expenses and revenues related to environmental remediation activities at County landfills due to continuing, expanding, or closure type operations. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	2,026,285	3,195,223	3,912,292	3,422,934
Total Financing Sources	3,160,023	4,770,789	5,540,303	9,283,976
Revenue Over (Under) Exp	1,133,738	1,575,566	1,628,011	5,861,042
Fixed Assets	(266,776)	1,575,566	3,763,579	5,861,042

Estimated Operating Expenses for 2002-03 are \$717,069 more than budget due to an increase in professional services (including \$380,000 related to the Perchlorate issue at the Mid-Valley Landfill). Estimated Operating Transfers In are \$789,581 more than budget, which is a result of \$1.5 million transferred in from Fund EAA to finance costs associated with the Perchlorate investigation partially offset by a \$710,419 reduction in bond proceeds from Fund EAB. Estimated fixed assets are \$2,188,013 more than budget, which reflects the unanticipated Perchlorate costs during the year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Groundwater Remediation
FUND: EAL SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	3,912,292	3,195,223	-	-	3,195,223
Total Operating Expense	3,912,292	3,195,223	-	-	3,195,223
<u>Revenue</u>					
Use of Money & Prop	2,109	20,000	-	-	20,000
Other Revenue	6,824	-	-	-	-
Total Revenue	8,933	20,000	-	-	20,000
Operating Transfers In	5,531,370	4,750,789	-	-	4,750,789
Total Financing Sources	5,540,303	4,770,789	-	-	4,770,789
Revenue Over/(Under) Exp	1,628,011	1,575,566	-	-	1,575,566
<u>Fixed Asset Exp</u>					
Improvements to Land	3,763,579	1,575,566	-	-	1,575,566
Total Fixed Asset Exp	3,763,579	1,575,566	-	-	1,575,566

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Groundwater Mediation
FUND: Enterprise EAL SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

PUBLIC WORKS

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	3,195,223	227,711	3,422,934	-	3,422,934	-	3,422,934
Total Operating Expense	3,195,223	227,711	3,422,934	-	3,422,934	-	3,422,934
Revenue							
Use of Money & Prop	20,000	(17,891)	2,109	-	2,109	-	2,109
Other Revenue	-	8,933	8,933	-	8,933	-	8,933
Total Revenue	20,000	(8,958)	11,042	-	11,042	-	11,042
Operating Transfers In	4,750,789	4,522,145	9,272,934	-	9,272,934	-	9,272,934
Total Financing Sources	4,770,789	4,513,187	9,283,976	-	9,283,976	-	9,283,976
Total Rev Over/(Under) Exp	1,575,566	4,285,476	5,861,042	-	5,861,042	-	5,861,042
Fixed Asset Exp							
Improvements to Land	1,575,566	4,285,476	5,861,042	-	5,861,042	-	5,861,042
Total Fixed Asset Exp	1,575,566	4,285,476	5,861,042	-	5,861,042	-	5,861,042

Recommended Program Funded Adjustments

Services and Supplies	<u>227,711</u>	Increase in professional services related to 2003-04 capital projects.
Total Operating Expense	<u>227,711</u>	
Revenue		
Use of Money and Prop	<u>(17,891)</u>	Decrease in interest on daily average bank balance.
Other Revenue	<u>8,933</u>	Based on 2002-03 estimates.
Operating Transfers In	<u>4,522,145</u>	Increase in bond proceeds from EAB Fund to cover increase in cost of capital projects.
Total Revenue	<u>4,513,187</u>	
Revenue Over/(Under) Exp.	<u>4,285,476</u>	
Fixed Assets		
Improvements to Land	<u>4,285,476</u>	Increase in capital projects based on additional funding from EAB Fund bond proceeds.
Total Fixed Assets	<u>4,285,476</u>	

PUBLIC WORKS

**Solid Waste Management Division
EAL SWM - ARTICLE V - GROUNDWATER REMEDIATION
PROJECT LIST
For Fiscal Year 2003/2004**

4/15/03

Project Description	Project Budget Amount	Budget Totals
<u>EAL SWM 2445 Carry-Over Projects</u>		
Heaps Peak LCRS Treatment & Disposal - RSWD	\$ 20,000	
Victorville LFG System Design	\$ 25,000	
Heaps Peak LFG O&M Non-Routine	\$ 25,000	
Milliken Non-Routine O&M LFG	\$ 5,000	
Water Quality Monitoring & Response Program Inactive Sites: (DMP: Apple Valley, Adelanto, Baker, Cajon, Crestmore, Heaps Peak, Hesperia, Lenwood-Hinkley, Lucerne Valley, Milliken, Morongo Valley, Needles, Newberry, Parker Dam, Phelan, Trona-Argus, 29 Palms, Yermo, Yucaipa) (Lab Analysis - Groundwater/Vadose)	\$ 10,000	
Hesperia Non-Routine LFG O&M	\$ 2,000	
Mid-Valley Perchlorate Issues	\$ 237,500	
Apple Valley, Mid-Valley & Milliken CAPs OM&M	\$ 25,000	
NPDES Program for Inactive Sites	\$ 5,000	
Victorville EMP	\$ 50,000	
Adelanto EFS for CAP	\$ 50,000	
Crestmore EFS for CAP	\$ 50,000	
Yucaipa EFS	\$ 40,000	
Lenwood-Hinkley EFS / CAP	\$ 75,000	
Baker EFS	\$ 75,000	
Perimeter LFG Migration Probe Replacements - Various Sites	\$ 100,000	
TOTAL EAL SWM 2445 CARRYOVER PROJECTS		\$ 794,500
<u>EAL SWM 2445 New Projects</u>		
Heaps Peak LCRS Treatment & Disposal - RSWD	\$ 50,000	
In Active Sites LFG O&M Non-Routine (Heaps Peak, Hesperia & Milliken)	\$ 623,479	
Active Sites LFG O&M Routine (Heaps Peak, Hesperia & Milliken)	\$ 110,000	
Mid-Valley CAP O&M - Off Site	\$ 606,000	
Water Quality Monitoring & Response Program Inactive Sites: (DMP: Apple Valley, Adelanto, Baker, Cajon, Crestmore, Heaps Peak, Hesperia, Lenwood-Hinkley, Lucerne Valley, Milliken, Morongo Valley, Needles, Newberry, Parker Dam, Phelan, Trona-Argus, 29 Palms, Yermo, Yucaipa) (Lab Analysis - Groundwater/Vadose)	\$ 679,815	
Milliken Landfill - Edison License Agreement (Easements)	\$ 4,000	
Mid-Valley Perchlorate Issues - Continued Investigations	\$ 50,000	
Apple Valley, Mid-Valley & Milliken CAPs OM&M	\$ 199,540	
NPDES Program for Inactive Sites	\$ 42,600	
Cajon & Yucaipa - Limited Landfill Gas Monitoring (Rule 1150.1)	\$ 10,000	
Technical Support for Groundwater-Related Regulatory Issues (EMP, EFS, CAO activities)	\$ 100,000	
Apple Valley EFS/CAP Design	\$ 75,000	
Heaps Peak - Design of Dewatering/Leachate Treatment System	\$ 75,000	
TOTAL EAL SWM 2445 NEW PROJECTS		\$ 2,625,434
		\$ 3,419,934
<u>EAL SWM 2855 NEW PROJECTS</u>		
Calibration Gases for LFG monitoring of perimeter probes	\$ 3,000	
TOTAL EAL SWM 2855 NEW PROJECTS		\$ 3,000
<u>EAL SWM 4010 CARRYOVER PROJECTS</u>		
Victorville LFG System Construction	\$ 1,100,000	
Mid-Valley Unit 3 - Installation of Horizontal LFG Wells	\$ 150,000	
San Timoteo Unit 2 - Installation of Horizontal LFG Wells	\$ 100,000	
TOTAL EAL SWM 4010 CARRYOVER PROJECTS		\$ 1,350,000
<u>EAL SWM 4010 NEW PROJECTS</u>		
Mid-Valley - Groundwater Treatment System for Perchlorate and VOC's	\$ 4,511,042	
TOTAL EAL SWM 4010 NEW PROJECTS		\$ 4,511,042
TOTAL EAL SWM 4010		\$ 5,861,042
TOTAL EAL SWM PROJECT BUDGET		\$ 9,283,976

PUBLIC WORKS

BUDGET UNIT: SOLID WASTE MANAGEMENT – ENVIRONMENTAL MITIGATION FUND (EWD SWM)

I. GENERAL PROGRAM STATEMENT

The Environmental Mitigation Fund (EMF) was established to provide separate accountability of that portion of the tipping fee designated as a resource for addressing solid waste facility impacts in local communities. The Board of Supervisors (Board) approved an Environmental Mitigation Fund Use Policy on July 10, 2001. In accordance with that policy, projects or programs must reduce, avoid, or otherwise mitigate impacts arising from the operation and management of a County-owned landfill or transfer station to be eligible for use of EMF monies. Current programs funded through EMF monies are the Household Hazardous Waste (HHW) Program in unincorporated County communities, ongoing since 1993; the Community Clean Up Credit Card program approved by the Board in 1994; and the Community Collection Program. Revenues collected in this fund are also used to make contractual payments to the six cities with a county landfill within its boundary or sphere of influence (Cities). The revenue source for this fund is the gate fee. \$1.00 per ton is collected at the Colton, San Timoteo, Victorville, Barstow and Landers Landfills; \$2.26 per ton is collected at the Mid-Valley Landfill. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	552,849	1,621,000	1,905,000	2,003,000
Total Revenue	3,599,225	1,820,618	2,022,755	2,095,595
Revenue Over (Under) Exp	3,046,376	199,618	117,755	92,595
Fixed Assets	-	-	-	100,000

Estimated expenses for 2002-03 are \$284,000 greater than budget. This overage is the result of payments to cities for the environmental impact of a landfill or transfer station within a city limit (also called Host Community Fees) being greater than anticipated. The excess expenses were mostly offset by additional gate fee revenue generated during the year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

VI. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Environmental Mitigation
FUND: Enterprise fund EWD SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	1,905,000	1,621,000	-	-	1,621,000
Total Operating Expense	1,905,000	1,621,000	-	-	1,621,000
<u>Revenue</u>					
Use of Money & Prop	32,775	-	-	-	-
Current Services	1,989,980	1,820,618	-	-	1,820,618
Other Revenue	-	-	-	-	-
Total Revenue	2,022,755	1,820,618	-	-	1,820,618
Revenue Over/(Under) Exp	117,755	199,618	-	-	199,618
<u>Fixed Asset Exp</u>					
Improvement to Land	-	-	-	-	-
Total Fixed Asset Exp	-	-	-	-	-

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Environmental Mitigation
FUND: Enterprise fund EWD SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

PUBLIC WORKS

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	(Adjusted)	Restoration	Budget
Appropriation							
Other Charges	1,621,000	382,000	2,003,000	-	2,003,000	-	2,003,000
Total Operating Expense	1,621,000	382,000	2,003,000	-	2,003,000	-	2,003,000
Revenue							
Use of Money & Prop	-	32,775	32,775	-	32,775	-	32,775
Current Services	1,820,618	242,202	2,062,820	-	2,062,820	-	2,062,820
Other Revenue	-	-	-	-	-	-	-
Total Revenue	1,820,618	274,977	2,095,595	-	2,095,595	-	2,095,595
Total Rev Over/(Under) Exp	199,618	(107,023)	92,595	-	92,595	-	92,595
Fixed Asset Exp							
Improvements to Land	-	100,000	100,000	-	100,000	-	100,000
Total Fixed Asset Exp	-	100,000	100,000	-	100,000	-	100,000

Recommended Program Funded Adjustments

Other Charges	382,000	Increase in Host Community Fees to cities.
Total Operating Expense	382,000	
Revenue		
Use of Money & Prop	32,775	Increase in interest revenue based on 2002-03 estimates.
Current Services	242,202	Per accounting policy changes, revenue from the tipping fee component for environmental mitigation is now accounted for in this budget unit.
Total Revenue	274,977	
Revenue Over (Under) Exp	(107,023)	
Fixed Asset Expense		
Structures/Improvements	100,000	Repaving of entry road into the Victorville Sanitary Landfill (special unincorporated area project).
Total Fixed Assets	100,000	

6-9-93

OVERVIEW OF BUDGET

DEPARTMENT: REGISTRAR OF VOTERS
REGISTRAR: SCOTT KONOPASEK
BUDGET UNIT: AAA ROV

I. GENERAL PROGRAM STATEMENT

The Registrar of Voters conducts elections as prescribed by district, city, county, state and federal laws, and regulations. The department is also responsible for registering voters, examining petitions, and maintaining voter records, boundary changes and precinct boundaries to reflect realignments of all political subdivisions.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
Total Appropriation	4,649,831	3,393,942	3,271,152	4,484,686
Total Revenue	2,840,316	673,500	682,031	1,744,134
Local Cost	1,809,515	2,720,442	2,589,121	2,740,552
Budgeted Staffing		38.6		42.9
<u>Workload Indicators</u>				
Elections	187	110	113	210
Registered Voters	628,675	675,000	616,402	635,000
Polling Places	1,235	850	893	1,400
State Petitions Checked	6	5	3	3
Signatures Checked on State Petitions	61,994	39,200	20,103	42,500
Absentee Ballots issued	117,325	100,000	105,812	250,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The staffing increase of 5.3 budgeted positions in recommended program adjustments is due to three factors:

- The department's election cycle entails two major elections in 2003-04, vs. one election in 2002-03. This increase of a major election increased the need for overtime by .4 budgeted positions.
- The increase in extra help of 4.9 budgeted positions is due to a combination of the extra major election plus a change in department policy of using extra help employees in lieu of temporary help. Corresponding reductions have been made in outside temporary help.

Included in Base Year Adjustments is the deletion of 1.0 Fiscal Clerk II as a result of the 4% Spend Down Plan.

PROGRAM CHANGES

Effective the March 2004 Presidential Primary Election, the California Secretary of State has decertified the use of punchcard voting systems in California elections. The Registrar of Voters Office is currently reviewing Requests for Proposal for an electronic voting system to replace the punchcard system used by the County.

This proposed budget is based on historical costs and revenues necessary to perform two major punchcard voting system elections, although both of these elections are anticipated to be conducted with electronic optical voting systems. When actual costs associated with the new electronic voting system are incurred, subsequent budget adjustments will be necessary and will be brought back to the Board for further action.

OTHER CHANGES

None.

REGISTRAR OF VOTERS

IV. VACANT POSITION IMPACT

The department has a total of 6.4 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	4.4	Slated for deletion
Vacant Budgeted In Recruitment	<u>2.0</u>	Retain
Total Vacant	6.4	

Vacant Position Restoration Request:

County Administrative Office recommends restoring the department's request for the restoration of the 4.4 vacant budgeted positions (2.0 regular and 2.4 seasonal positions) that are slated for deletion in connection with the delivery of county-wide election services. Since the Registrar of Voters will be conducting two major elections in 2003-04 and that a sufficient level of staffing is necessary to carry out this mandated election function, the County Administrative Office recommends the full restoration of the 4.4 vacant budgeted positions that have been slated for deletion.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	County-wide Election Services	4.4 \$102,760 Local Cost	The Registrar of Voters conducts elections as prescribed by district, city, county, state and federal laws and regulations. These 5 positions are integral to conducting the election process in an effective and accurate manner and represents 4.4 budgeted staff as follows: 1.0 Clerk II, 1.0 Clerk III, and 2.4 Public Service Employees.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

San Bernardino County is in the process of replacing its punchcard voting system and equipment with that of a touch-screen electronic voting system. In response to this change, the department is proposing an initial fee amendment for the new equipment rental charge to accommodate this transition. While fees for this type of equipment are customarily based on acquisition costs/depreciation and operational costs, which include maintenance and licensing, the department is unable to definitively determine the basis at this time chiefly because the acquisition costs are unknown and there is no actual cost history.

As a stopgap measure, the department is proposing to add a new fee to the menu of charges listed in the county fee ordinance in reference to ROV under section 16.0224 (l) (13) as "electronic vote recorder" in the amount of \$30 each, effective in 2003-04. This new fee will enable the department to initially recover equipment rental costs in connection with the new electronic voting units in 2003-04 at a rate that is comparable to that of the punchcard systems, until cost history is developed which is sufficient to base an accurate fee. Under the new system, the department estimates that fewer electronic units will be rented, so in order to maintain a relatively revenue neutral outcome, the fee is initially recommended at twice the charge of a comparable punchcard unit.

The department anticipates updating the fee again as part of the regular fee amendment cycle in 2003-04, which if approved, would become effective in 2004-05. For that amendment, the department anticipates a fee increase associated with these voting units.

GROUP: Economic Development/Public Services
DEPARTMENT: Registrar of Voters
FUND: General AAA ROV

FUNCTION: General
ACTIVITY: Elections

REGISTRAR OF VOTERS

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,625,699	1,818,392	102,493	-	1,920,885
Services and Supplies	1,605,394	1,547,905	1,192,986	(300,000)	2,440,891
Central Computer	27,645	27,645	(9,105)	-	18,540
Equipment	12,414	-	-	-	-
Transfers	-	-	(1,264)	-	(1,264)
Total Appropriation	3,271,152	3,393,942	1,285,110	(300,000)	4,379,052
<u>Revenue</u>					
Current Services	668,605	198,500	1,265,000	-	1,463,500
State, Fed or Gov't Aid	(16,006)	450,000	-	(300,000)	150,000
Other Revenue	29,432	25,000	-	-	25,000
Total Revenue	682,031	673,500	1,265,000	(300,000)	1,638,500
Local Cost	2,589,121	2,720,442	20,110	-	2,740,552
Budgeted Staffing		38.6	(1.0)	-	37.6

GROUP: Economic Development/Public Services
DEPARTMENT: Registrar of Voters
FUND: General AAA ROV

FUNCTION: General
ACTIVITY: Elections

ANALYSIS OF 2003-04 BUDGET

	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	1,920,885	213,247	2,134,132	(102,760)	2,031,372	102,760	2,134,132
Services and Supplies	2,440,891	(115,570)	2,325,321	-	2,325,321	-	2,325,321
Central Computer	18,540	-	18,540	-	18,540	-	18,540
Equipment	-	-	-	-	-	-	-
Transfers	(1,264)	<u>7,957</u>	<u>6,693</u>	-	<u>6,693</u>	-	<u>6,693</u>
Total Appropriations	4,379,052	105,634	4,484,686	(102,760)	4,381,926	102,760	4,484,686
<u>Revenue</u>							
Current Services	1,463,500	177,084	1,640,584	-	1,640,584	-	1,640,584
State, Fed or Gov't Aid	150,000	(76,450)	73,550	-	73,550	-	73,550
Other Revenue	25,000	5,000	30,000	-	<u>30,000</u>	-	30,000
Total Revenue	1,638,500	105,634	1,744,134	-	1,744,134	-	1,744,134
Local Cost	2,740,552	-	2,740,552	(102,760)	2,637,792	102,760	2,740,552
Budgeted Staffing	37.6	5.3	42.9	(4.4)	38.5	4.4	42.9

REGISTRAR OF VOTERS

Base Year Adjustments

Salaries and Benefits:	48,974	MOU.
	84,112	Retirement.
	(33,136)	4% spenddown - Fiscal Clerk II.
	2,543	Risk Management Workers' Comp.
	<u>102,493</u>	
Services & Supplies:	3,668	Risk Management Liabilities.
	1,265,000	Change in election cycle - two major elections vs. one for last fiscal year.
	(75,682)	4% spend down plan reductions.
	<u>1,192,986</u>	
Central Computer	<u>(9,105)</u>	Reduction in computer costs based on ISD service charge adjustments.
Transfers	<u>(1,264)</u>	Incremental change in EHAP.
Total Appropriation	<u>1,285,110</u>	
Current Services	1,265,000	Increase in revenues due to the election cycle - two major elections vs. one major election last fiscal year.
Total Revenue	<u>1,265,000</u>	
Local Cost	<u>20,110</u>	

Mid-Year Increases

Services and Supplies	<u>(300,000)</u>	Reduction of state SB90 reimbursement; budget adjustment made based on October 8, 2002 board
Total Appropriation	<u>(300,000)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(300,000)</u>	Reduction of state SB90 reimbursement; budget adjustment made based on October 8, 2002 board action.
Total Revenue	<u>(300,000)</u>	
Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	213,247	Increase is primarily due to election cycle (two major elections vs. one in prior year) - net increase in overtime (.4) and Extra Help (4.9) costs. Also, the department is planning to replace outside temporary help with extra help positions where possible. Corresponding decreases have been made in outside temporary help.
	<u>(41,150)</u>	Reduction in Inventoriable Equipment (Decrease in available appropriations from State Early Voting funding).
	<u>(105,378)</u>	Reduction in Temporary Help - Outside services is due to the planned increase in use of extra help positions to replace temporary help for a two election cycle.
	<u>(7,957)</u>	GASB 34 accounting change (EHAP).
	17,000	Postage increase for a two election cycle.
	4,389	Publications increase for a two election cycle.
	10,793	Office expense increase for a two election cycle.
	6,733	Increase in various object codes for a two election cycle.
Services and Supplies	<u>(115,570)</u>	
Transfers	<u>7,957</u>	GASB 34 accounting change (EHAP).
Total Appropriation	<u>105,634</u>	
Revenue		
Current Services	<u>177,084</u>	Increase in revenue is due to the election cycle - two major elections vs. one.
State and Federal Aid	<u>(41,450)</u>	Decrease in available revenue from State Early Voting funding.
	<u>(35,000)</u>	Decrease is due to expected decrease in state mailing reimbursement claims.
	<u>(76,450)</u>	
Other Revenue	<u>5,000</u>	Increase is due to election cycle - two major elections vs. one.
Total Revenue	<u>105,634</u>	
Local Cost	<u>-</u>	

REGISTRAR OF VOTERS

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	5	4.4	102,760	-	102,760
Vacant Budgeted In Recruitment - Retain	2	2.0	150,232	-	150,232
Total Vacant	7	6.4	252,992	-	252,992
Recommended Restoration of Vacant Deleted	5	4.4	102,760	-	102,760

Vacant Position Impact AAA-ROV Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
<u>Vacant Budgeted Not In Recruitment</u>					
<i>Clerk II</i>	8039	(1.0)	(32,002)	-	(32,002)
<i>Clerk III</i>	5019	(1.0)	(35,376)	-	(35,376)
<i>Public Service Emp (Seasonal Aug thru May)</i>	72908	(0.8)	(11,794)	-	(11,794)
<i>Public Service Emp (Seasonal Aug thru May)</i>	73424	(0.8)	(11,794)	-	(11,794)
<i>Public Service Emp (Seasonal Aug thru May)</i>	91215	(0.8)	(11,794)	-	(11,794)
Subtotal Recommended - Retain		(4.4)	(102,760)	-	(102,760)
Total Slated for Deletion		(4.4)	(102,760)	-	(102,760)
<u>Vacant Budgeted In Recruitment - Retain</u>					
<i>Elections Technician</i>	14749	1.0	45,435	-	45,435
<i>Assistant Registrar of Voters</i>	77955	1.0	104,797	-	104,797
Total in Recruitment Retain		2.0	150,232	-	150,232

REGISTRAR OF VOTERS

POLICY DESCRIPTION FORM

Department/Group: Registrar of Voters, ED/PSG Budget Code: AAA-ROV
 Title: Request to Restore 5 Deleted Vacant Budgeted Positions

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

All five positions listed below (4.4 budgeted staff) are critical members of the department's election team. Subsequent to preparation for and the actual November 2002 General election, the department incurred vacancies for the Clerk II and Clerk III positions, and they remained as such to help the county and the department realize salary savings in connection with the hiring freeze. The three Public Service Employees (PSE's) are currently vacant due to their seasonal nature. In preparation for the November 2003 election, the Clerk II and Clerk III positions will need to be filled in June and the PSE's will need to be filled starting in August. The inability or delay in filling these positions prior to the upcoming two major elections in 2003-04 (November 2003 UDEL and March 2004 Presidential Primary) could compromise the department's ability to effectively and accurately conduct those elections.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 102,760	\$ 102,760

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Clerk II	32,002
1.0	Clerk III	35,376
2.4	Public Service Employee	35,382

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 102,760 \$ 102,760

REVENUE (specify source)

_____	_____	_____
_____	_____	_____
_____	_____	_____
Total:	\$ 0	\$ 0

LOCAL COST \$ 102,760 \$ 102,760

REGISTRAR OF VOTERS

6-10-7a

[illegible]

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Registrar of Voters (AAA ROV)
 PREPARED BY: Ken Sorensen
 PHONE #: 387-2046

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A _1 of _2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change in Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change in Fee Revenue (H)-(G)
16.0224 (I) (13) Electronic Vote Recorders	\$0.00	\$30.00	\$30.00	0	2,730	2,730	\$0.00	\$81,900.00	\$81,900.00
Offset by equivalent reduction of \$81,900 in pollstar vote recorder (punch card system)									
TOTAL THIS PAGE			\$30.00			2,730			\$81,900.00
GRAND TOTAL (All Page A's)			\$30.00			2,730			\$81,900.00

6-10-7b

OVERVIEW OF BUDGET

DEPARTMENT: SPECIAL DISTRICTS
DIRECTOR: EMIL MARZULLO

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Franchise Administration	298,177	-	298,177		3.0
Fish and Game Comm	69,087	59,200		9,887	-
TOTAL	367,264	59,200	298,177	9,887	3.0

BUDGET UNIT: FRANCHISE ADMINISTRATION (AAA FRN)

I. GENERAL PROGRAM STATEMENT

Franchise Administration is a division of Special Districts. Its function is to monitor utility, cable, telecommunication, and interstate pipeline franchises, as well as the use of other public property. Franchise Administration is also responsible for ensuring submission of the appropriate documents from franchisees including reports, proof of insurance, and payment of franchise fees. Other duties include monitoring customer service compliance for cable television service providers and research designed to identify other entities utilizing public rights-of-way.

The Franchise Administration Division collects a substantial amount of annual franchise fee revenue on behalf of the county, and the fees are generally based upon a percentage of utility, cable, telecommunications, and interstate pipeline company gross revenues. These revenues are reflected as workload indicators, and are not directly incorporated within the division's budget, as the fees are accounted for separately within another fund.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	277,311	296,432	284,575	298,177
Local Cost	277,311	296,432	284,575	298,177
Budgeted Staffing		3.0		3.0

Workload Indicators

Number of Franchises:

Cable Television	13	13	13	13
Gas	4	4	4	3
Water	25	27	27	29
Electric	2	3	3	3
Pipeline and Telecom	5	8	8	10

Franchise Revenues:

Cable Television	1,031,041	975,000	1,070,000	1,080,000
Gas	2,113,861	1,750,000	1,675,000	1,380,000
Water	213,223	180,000	180,000	190,000
Electric	2,027,870	1,800,000	1,800,000	2,300,000
Pipeline and Telecom	63,567	75,000	75,000	60,000

SPECIAL DISTRICTS

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
 DEPARTMENT: Special Districts - Franchise Administration
 FUND: General AAA FRN

FUNCTION: General
 ACTIVITY: Legislation and Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Salaries and Benefits	187,699	187,699	14,290	-	201,989
Services and Supplies	50,955	62,812	(11,890)	-	50,922
Central Computer	2,052	2,052	(589)	-	1,463
Transfers	<u>43,869</u>	<u>43,869</u>	<u>(66)</u>	<u>-</u>	<u>43,803</u>
Total Appropriation	284,575	296,432	1,745	-	298,177
Local Cost	284,575	296,432	1,745	-	298,177
Budgeted Staffing		3.0	-	-	3.0

GROUP: Economic Development/Public Services
 DEPARTMENT: Special Districts - Franchise Administration
 FUND: General AAA FRN

FUNCTION: General
 ACTIVITY: Legislation and Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	201,989	-	201,989	-	201,989	-	201,989
Services and Supplies	50,922	(5,492)	45,430	-	45,430	-	45,430
Central Computer	1,463	-	1,463	-	1,463	-	1,463
Transfers	43,803	5,492	49,295	-	49,295	-	49,295
Total Appropriation	298,177	-	298,177	-	298,177	-	298,177
Local Cost	298,177	-	298,177	-	298,177	-	298,177
Budgeted Staffing	3.0	-	3.0	-	3.0	-	3.0

SPECIAL DISTRICTS

		Base Year Adjustments
Salaries and Benefits		4,765 MOU.
		9,302 Retirement.
		223 Risk Management Worker's Comp.
		<u>14,290</u>
Services and Supplies		(11,857) 4% Spend Down.
		(33) Risk Management Liabilities.
		<u>(11,890)</u>
Central Computer		<u>(589)</u> Reduction in computer operation service charges.
Transfers		<u>(66)</u> Incremental change in EHAP.
Total Appropriation		<u>1,745</u>
Total Revenue		<u>-</u>
Local Cost		<u>1,745</u>

		Recommended Program Funded Adjustments
Services and Supplies	(2,500)	Non-inventoriable equipment.
	(2,500)	Air/other travel.
	(520)	GASB 34 Accounting Change (EHAP).
	<u>28</u>	Net increase in various operating expenses.
	<u>(5,492)</u>	
Transfers	4,972	Increase in transfer to the Special Districts Department for administrative support.
	<u>520</u>	GASB 34 Accounting Change (EHAP).
	<u>5,492</u>	
Total Appropriation	<u>-</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>-</u>	

SPECIAL DISTRICTS

BUDGET UNIT: FISH AND GAME COMMISSION (SBV CAO)

I. GENERAL PROGRAM STATEMENT

The Fish and Game Commission was created by county ordinance. Revenues received from certain fines levied under the code are returned to the county and used for improvement of fish and game facilities. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	25,608	41,861	25,053	69,087
Total Revenue	(1,697)	15,000	8,079	59,200
Fund Balance		26,861		9,887

In accordance with Section 29009 of the California Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Revenues for this program are based upon fines levied by the court for code violations. Revenue is estimated to be down because fish and game violations, and citations written by State Fish and Game Wardens, are down this year.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

The Special Districts department anticipates a \$44,000 increase in fine and forfeiture revenue for 2003-04. This increase is attributed to a periodic contribution from the District Attorney's office in connection with their environmental violation funds. This funding will be used to finance projects that assist in the conservation and propagation of wildlife in San Bernardino County. The Fish and Game Commission in turn recommends these projects for Board approval.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Special Districts - Fish and Game Commission
FUND: Special Revenue SBV CAO

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	25,053	41,861	-	-	41,861
Total Appropriation	25,053	41,861	-	-	41,861
<u>Revenue</u>					
Fines & Forfeitures	8,079	15,000	-	-	15,000
Total Revenue	8,079	15,000	-	-	15,000
Fund Balance		26,861	-	-	26,861

GROUP: Economic Development/Public Services
DEPARTMENT: Special Districts - Fish and Game Commission
FUND: Special Revenue SBV CAO

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	Vacant	I	Recommended	K
	Approved	Program	2003-04	Position	2003-04	Vacant	2003-04
	Base	Funded	Department	Impact	Proposed	Restoration	Recommended
	Budget	Adjustments	Request		Budget		Budget
Appropriation							
Services and Supplies	41,861	27,226	69,087	-	69,087	-	69,087
Total Appropriation	41,861	27,226	69,087	-	69,087	-	69,087
Revenue							
Fines & Forfeitures	15,000	44,200	59,200	-	59,200	-	59,200
Total Revenue	15,000	44,200	59,200	-	59,200	-	59,200
Fund Balance	26,861	(16,974)	9,887	-	9,887	-	9,887

Recommended Program Funded Adjustments

Services and Supplies	23,626	Special department expense increase for fish and game facility improvements.
	2,000	Agency administration expense.
	1,600	Net increase in various object codes.
	27,226	
Total Appropriation	27,226	
Revenue		
Fines & Forfeitures	44,200	Anticipated revenue from District Attorney environmental violations funds.
Total Revenue	44,200	
Fund Balance	(16,974)	

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Fire Department - Office of the Fire Marshal - HHW Program
 PREPARED BY: Peter Brierty
 PHONE #: 386-8405

COUNTY FIRE

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Cathode Ray Tube Management	\$35.00	\$40.00	\$5.00	Required increase to fund service for the collection and disposal of Cathode Ray Tubes (CRT) from small businesses Countywide	If Fee is not approved the County will absorb the cost of these services.
Underground Storage Tank Temporary Closure (1 year)	\$468.00	\$468.00	\$0.00	This is a clean up the fee ordinance to accurately describe service provided. Fee for temporary closure is currently being charged at the current fee rate as described in 16.0211(f)(1)(C)(III)(i) Tank abandonment: First tank at site per submission	Fee for underground storage tank temporary closure will still be charged to facilities requesting such closure but the fee will not be accurately described in the fee ordinance.

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Fire Department - Office of the Fire Marshal - HHW Program
 PREPARED BY: Peter Brierty
 PHONE #: 386-8405

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A _1 of _2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units In Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue In Budget	(H) Proposed/ New Fee Revenue	(I) Change In Fee Revenue (H)-(G)
16.0211(f)(1)(M)(XXVI)Cathode Ray Tubes	\$35.00	\$40.00	\$5.00	100	100	0	\$3,500.00	\$4,000.00	\$500.00
16.0211(f)(1)(C)(IV)Temporary Closure (1 year)	\$468.00	\$468.00	\$0.00	10	10	0	\$4,680.00	\$4,680.00	\$0.00
TOTAL THIS PAGE			\$5.00			0			\$500.00
GRAND TOTAL (All Page A's)									

6-12-2